

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan Action Plan is in effect from July 1, 2016 – June 30, 2017. This plan was developed through a comprehensive statewide effort that included a needs assessment leveraging existing data, input sessions, and consultations with housing and social service agencies and other entities. The 2016 - 2017 Action Plan represents year four of a five year consolidated plan. The resulting plan and document will be used by the Department of Housing and Community Development (DHCD) to allocate Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership (HOME), National Housing Trust Fund (NHTF), and Housing Opportunities for Persons with AIDS(HOPWA) program funds within the Commonwealth of Virginia. This version of the 2016 – 2017 Action Plan represents a substantial amendment that adds NHTF resources to the plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Commonwealth is extremely diverse in its racial and ethnic composition, and there are numerous areas across the state with concentrated populations, including African American, Hispanic, Asian, and others. In addition the state has multiple and varying housing and non-housing challenges. These challenges vary substantially from region to region.

The needs assessment and market analysis identified four priority needs:

- Lack of affordable housing
- Lack of housing for special needs populations
- Individuals and families experiencing homelessness
- Barriers to competitive and sustainable communities

Overall DHCD's goals are to target these federal resources (CDBG, ESG, HOME, and HOPWA) and to leverage other state resources to address these needs by:

- Increasing the number of affordable housing units
- Increasing the number of affordable units for special needs populations
- Decreasing the numbers of individuals and families experiencing homelessness
- Creating competitive and sustainable communities

DHCD works with many partners to accomplish these goals. These partners include units of local government, other state agencies, housing developers, CHDOS, nonprofits, and regional planning

groups.

While work on these goals is ongoing the Commonwealth will incorporate other specific strategies to help meet these goals. These include a plan to address the barriers to fair housing, a plan to end homelessness, measures to address lead based paint hazards, and anti-poverty measures.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Over the past year DHCD has made significant progress toward increasing the number of affordable housing units and working with localities to create competitive and sustainable communities. DHCD will continue activities and initiatives that have proven effective as well as look for opportunities to improve on the work that has been done in the past. One such opportunity for improvement is to increase the focus on creating more affordable units for special needs populations. This includes incentives for affordable housing projects that include:

- supportive housing units
- units targeted to extremely low-income households
- units targeted to formerly homeless
- units for individuals with serious mental illness
- units for individuals with intellectual and/or developmental disabilities
- units for those with physical and sensory disabilities
- accessible and universal design units
- energy efficient and green-built certified units

As a result of these incentives a majority of affordable rental projects assisted with these resources include units target to serve special needs populations.

In addition, DHCD continues its work to decrease the number of people experiencing homelessness in Virginia. This work focuses on reducing the number of persons entering homelessness, reducing the length of time people are experiencing homelessness, and reducing the number of people that return to homelessness. DHCD leverages both state and federal (ESG) resources to focus on these goals. As a result in November 2015 Governor McAuliffe announced that Virginia was the first state to meet the federal definition of ending homelessness among military veterans.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Input on the 2016 – 2017 Annual Action Plan is gathered through three primary mechanisms:

- Input Sessions
- Consultations
- Public Hearing

Input sessions were held in February and June 2016 to gather feedback for the annual Action Plan

including the proposed uses and method of distribution for the National Housing Trust Fund. Invitations were broadly extended to all registered CAMS (Central Application and Management System) users and through the Virginia Housing Coalition. Action Plan sessions were held in four locations:

- Wytheville (February 23, 2016)
- Richmond (February 24, 2016)
- Prince William (February 25, 2016)
- Hampton (February 26, 2016)

- Richmond (June 16, 2016)

The input sessions included a short DHCD presentation, opportunities for questions and comments, and small group discussions.

A total of 88 individuals (excluding DHCD staff) attended the four sessions held across the state. Another ~30 participating in the June session. A number of additional individuals also submitted comments outside of these sessions.

Overall attendees favored an expanded homeowner rehabilitation program and a subsequent round of the Vibrant Community Initiative, a program that combines state (not federal) housing trust funds with CDBG and HOME funds to support comprehensive local projects that provide housing and meet high impact local goals. See attached comments specific to the National Housing Trust Fund.

Citizen Participation

Input sessions were held in several locations to gather feedback on the proposed uses of the funding resources. February sessions included information the NHTF and asked for feedback on the proposed use of the resource. The session in June preceded the Annual Housing Awards Luncheon and focused specifically on the NHTF. A summary of the feedback for both the February and June sessions are included with the submission of the substantial amendment.

Specifically HUD requires the state to make the following information available to the public:

- The amount of NHTF assistance the State expects to receive
- The range of activities the State may undertake, including the estimated amount that will benefit extremely low-income households, and
- The State's plan to minimize displacement of persons and to assist any persons displaced.

Amount of NHTF

For the 2016 – 2017 program year Virginia will have available a total of \$3,139,830 in NHTF resources. Ninety percent or \$2,825,847 will be awarded to project within Virginia. The balance (\$313,983) will support the costs to administer the program.

Substantial amendments are due to HUD on or before August 16, 2016 to allow for a 45 day HUD review period and funding to be made available to states by October 1, 2016.

Range of Activities

All NHTF project funding will be made available to projects selected through DHCD's Affordable and Special Needs Housing (ASNH) application review process. This funding will be limited to rental projects (new construction or rehabilitation) that are creating or preserving affordable units targeted to extremely low-income households (30 percent or below area median income).

Plan to Minimize Displacement of Persons

DHCD's application review process specifically assesses the degree to which proposed projects will result in the displacement of individuals and the degree to which the proposed project will adequately address any displacements. Any displacement is considered a logistical impediment that will negatively impact the projects overall score.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Please see attached *Summary of Public Comments*.

6. Summary of comments or views not accepted and the reasons for not accepting them

A number of participants expressed concerns related to the proposed funding level for the ASNH program. The proposed ASNH funding for 2016 – 2017 is nearly two million dollars less than 2015 – 2016

funding. DHCD has elected to keep the proposed lower level for ASNH, because the lower level allows for a set aside for a broader homeowner rehabilitation program, which directly addresses needs and demands identified by DHCD, its partners and input session participants over several years. In addition, other funds (National and state HTFs) will be allocated through the ASNH process that will provide an additional \$8 million or more over prior year funding levels for ASNH.

Comments were received requesting that NHTF be used to assist homeowners and homebuyers. DHCD has elected not to use NHTF on these activities due to the level of funding, the federal restriction to 30 percent or below AMI, and the availability of other resources for homeowner and homebuyer activities.

7. Summary

DHCD consulted with key partners including, but not limited to, the Virginia Housing Coalition and Virginia Housing Development Authority. Members and staff from these organizations participated in the input sessions and met with DHCD staff to discuss the 2016 – 2017 Annual Action Plan and the pilot project.

DHCD placed a public notice soliciting written comments and announcing a public hearing held March 25, 2016. An additional notice was published the week of July 11, 2016 to announce the National Housing Trust Fund and to solicit written comments due by close of business on August 5, 2016.

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	VIRGINIA		Department of Housing and Community Development
HOPWA Administrator	VIRGINIA		Department of Housing and Community Development
HOME Administrator	VIRGINIA		Department of Housing and Community Development
ESG Administrator	VIRGINIA		Department of Housing and Community Development

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

Lyndsi Austin, Associate Director

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AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

The Commonwealth of Virginia began a statewide housing policy initiative in 2010. This initiative established the structure whereby Continuum of Care, private and public housing, homeless, and social service providers including ESG grantees came together to set goals and form committees to take action toward these goals. DHCD has played a central role in these efforts and has further consulted with CoCs and ESG grantees as well as gathering broader public input specific to the Consolidated Plan.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Governor McAuliffe (Executive Order 32) called for establishing broad administrative goals and policy direction related to housing, and to use these to better coordinate and align administrative policymaking and initiatives across multiple secretariats within the executive branch. The guiding principles for the state housing policy and the foundation of the housing policy framework are to: -Recognize the role of the housing industry as a critical economic development engine within the Commonwealth -Promote sustainable and vibrant communities -Ensure the provision of a range of housing options -Prevent and reduce homelessness in the Commonwealth. The Housing Policy Framework was developed with broad public input and directly involved a large number of persons representing a cross-section of housing interests and geographic regions. The resulting Housing Policy Framework and most importantly the ongoing work will help to enhance coordination between housing providers and private and governmental service agencies.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Housing Policy Framework resulted in a Homeless Action Plan that specifically targeted reducing homelessness in Virginia by 15 percent in three years (by 2014). This goal was exceeded and to date overall homelessness has decreased 23 percent. Virginia is working on setting next goals.

The plan was created with representation by Virginia's Continuum of Care (CoC) and includes many components specifically targeted to address the needs of homeless persons including chronically homeless individuals and families, families with children, veterans, unaccompanied youth, and persons at risk of homelessness.

Virginia has established statewide homeless outcome measures and restructured the funding processes to better align local CoCs with state and federal goals to reduce the number of individuals experiencing homelessness, to shorten the length of time persons are homeless, and to reduce the number of people returning to homelessness.

Interagency efforts guided by the Governor's Coordinating Council on Homelessness has established multiple coordinated work groups and committees with specific goals to work across agencies to include private and public coordination and leverage local continuum of care participation to address a number of priority efforts including ending veterans' homelessness, which was achieved in November 2015. In addition coordinated efforts are focused on ending family and youth homelessness and the intersections between housing and healthcare, housing and education, and homelessness and the criminal justice system.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

COCs provide input into how Virginia allocates ESG funds, the development of performance and evaluation outcomes, and the development of funding, policies, and procedures for the administration of HMIS. This input has been provided through three primary methods:

- Action Plan Input Sessions
- Homeless Solution Input Sessions
- Governor's Coordinating Council on Homelessness and subcommittees

DHCD held Homeless Solutions input sessions in October of 2015:

- Roanoke on October 19, 2015
- Abingdon on October 20, 2015
- Richmond on October 22, 2015
- Arlington on October 27, 2015
- Hampton on October 28, 2015

Over 130 individuals representing localities, service providers, and CoCs participated in the five input sessions held across the state in 2015. Sessions focused on gathering feedback on the allocation of homeless services funding, including ESG. DHCD gathered input on restructuring fund allocation processes, transforming it from a competitive grantee application to a CoC-based or community-based process. This CoC-based process now allows DHCD to allocate state and federal (ESG and HOPWA) homeless service and prevention funding through 16 Virginia CoCs. Feedback was gathered from CoC participants on the initial application process and CoC requirements for funding. DHCD also gathered feedback on CoC requirements for funding eligibility. These requirements included HMIS requirements, written CoC policies and procedures, and the alignment of local CoC strategies with state and federal goals. Based on this input DHCD issued the first CoC-based application in Spring of 2014. Action Plan Input Sessions were held in Winter, 2016. More than 80 individuals participated including participation from:

- Private and public housing providers
- Homeless service and prevention providers
- Regional planning organizations
- Nonprofit and government service providers

- Advocates

The input sessions focused on gathering feedback on priorities and strategies to address homelessness, housing, and community development needs in Virginia. The Governor's initiative calling for a Housing Policy Framework resulted in the formation of the Governor's Coordinating Council on Homelessness (formerly the Homeless Outcomes Advisory Committee) with broad representation across Virginia's CoCs. These five goals are:

1. Increase the number of permanent supportive housing units in the Commonwealth
2. Increase flexibility of funding to prevent homelessness and support Rapid Re-housing for individuals and families
3. Increase statewide data collection and system coordination
4. Increase access to substance abuse and mental health services
5. Evaluate, develop and ensure implementation of statewide, pre-discharge policies for the foster care system, hospitals, mental health facilities, and correctional facilities.

In addition to the input sessions and the work of the Council, DHCD gathered specific input from other state agencies and state and regional planning groups. This input was gathered through a combination of online survey responses and through key contacts at specific agencies. These contacts shared needs assessment data to inform the development of priorities and provided feedback on specific priorities and strategies.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	HOMEWARD
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Homeward is the HMIS administrator for the balance of state CoC and several other CoCs within Virginia. The organization participated in the needs assessment and planning related to overall homelessness strategy, HMIS implementation, and outcomes and performance measures.
2	Agency/Group/Organization	Richmond/Henrico, Chesterfield, Hanover Counties CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
3	Agency/Group/Organization	Norfolk/Chesapeake/Suffolk CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
4	Agency/Group/Organization	Roanoke City & County/Salem CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
5	Agency/Group/Organization	Virginia Beach CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
6	Agency/Group/Organization	Charlottesville CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
7	Agency/Group/Organization	Lynchburg CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
8	Agency/Group/Organization	Portsmouth CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
9	Agency/Group/Organization	Fredericksburg / Spotsylvania, Stafford Counties CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
10	Agency/Group/Organization	Harrisonburg / Winchester CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
11	Agency/Group/Organization	Arlington County CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
12	Agency/Group/Organization	Fairfax County CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
13	Agency/Group/Organization	Loudoun County CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
14	Agency/Group/Organization	Alexandria CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
15	Agency/Group/Organization	Prince William County CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
16	Agency/Group/Organization	Newport News/Hampton/Virginia Peninsula CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
17	Agency/Group/Organization	Virginia Planning District Commissions
	Agency/Group/Organization Type	Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Individual regional Planning District Commissions participated in the needs assessment and planning specific to housing and economic development in Virginia.
18	Agency/Group/Organization	Virginia Balance of State CoC
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning specific to homelessness in Virginia.
19	Agency/Group/Organization	VIRGINIA HOUSING DEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning specific to housing in Virginia.
20	Agency/Group/Organization	Community Housing Partners
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in the Action Plan Input Sessions and the Virginia Homeless Solutions Program Input Sessions.
21	Agency/Group/Organization	Virginia Housing Coalition
	Agency/Group/Organization Type	Housing Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning specific to housing in Virginia.
22	Agency/Group/Organization	Virginia Supportive Housing
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in the Action Plan Input Sessions and the Virginia Homeless Solutions Program Input Sessions.
23	Agency/Group/Organization	RUSH HOMES
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in the Annual Action Plan Input Sessions.
24	Agency/Group/Organization	Thomas Jefferson Area Coalition for the Homeless
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).

25	Agency/Group/Organization	ST. JOSEPH'S VILLA
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
26	Agency/Group/Organization	HOUSING OPPORTUNITIES MADE EQUAL
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
27	Agency/Group/Organization	Resources for Independent Living, Inc.
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.

28	Agency/Group/Organization	Southside Outreach Group
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
29	Agency/Group/Organization	ALBEMARLE HOUSING IMPROVEMENT PROGRAM
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
30	Agency/Group/Organization	Virginia Department of Veteran Services
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.

31	Agency/Group/Organization	Habitat for Humanity Virginia
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
32	Agency/Group/Organization	AIDS/HIV SERVICES GROUP
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
33	Agency/Group/Organization	Blueridge Independent Living
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.

34	Agency/Group/Organization	LYNCHBURG COMMUNITY ACTION GROUP, INC. (LYN-CAG)
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
35	Agency/Group/Organization	HELPING OVERCOME POVERTY'S EXISTENCE , INC
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
36	Agency/Group/Organization	TOTAL ACTION AGAINST POVERTY
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
37	Agency/Group/Organization	DICKENSON COUNTY
	Agency/Group/Organization Type	Housing Other government - County

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
38	Agency/Group/Organization	Southeast Rural Community Assistance Project, Inc. (SERCAP)
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
39	Agency/Group/Organization	NEW RIVER COMMUNITY ACTION
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.

40	Agency/Group/Organization	HAMPTON-NEWPORT NEWS CSB
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.
41	Agency/Group/Organization	YORK COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization participated in annual Input Sessions.

Identify any Agency Types not consulted and provide rationale for not consulting

DHCD placed ads in multiple newspapers across the state to allow for broad and open citizen participation in both submitting written comments and participating in the public hearing. In additions DHCD invited both public and private

partners working with homelessness, housing, special needs populations, and community and economic development to attend input sessions. No agency type was specifically excluded from participation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	16 local CoC lead organizations	There are 16 separate CoCs in Virginia. Each CoC plan and the Commonwealth of Virginia's plan seeks to reduce the number of individuals experiencing homelessness; to shorten the length of time individuals experience homelessness; and to reduce the number of individuals returning to homelessness.
Virginia's Housing Policy Framework	DHCD/VHDA	The strategic plan and Governor's Housing Policy Framework seek to increase the availability of affordable and accessible housing; reduce the number of individuals experiencing homelessness; to shorten the length of time individuals experience homelessness; and to create competitive and sustainable communities.
Homeless Outcomes Advisory Committee: Report	Governor's Coordination Council on Homelessness	Each seeks to reduce the number of individuals experiencing homelessness; to shorten the length of time individuals experience homelessness; and to reduce the number of individuals returning to homelessness.
Opening Doors	U.S. Inter-agency on Homelessness	The Strategic Plan and Opening Doors overlap in a number of ways. Specifically both are focused on retooling the homeless response system, by transforming homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing.
Department of Justice Settlement Housing Plan	Virginia Dept. of Behavioral Health & Developmental Services	Both plans include expanding the inventory of affordable and accessible housing.
Virginia Board for Persons with Disabilities Plan	Virginia Board for Persons with Disabilities	The State Plan and the Action Plan include objectives to increase accessibility features in affordable housing including visitability and universal design standards.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
VHDA Strategic Plan	VHDA	Both plans address housing needs of special needs populations and increase overall affordability.

Table 3 - Other local / regional / federal planning efforts

Narrative

Please note, participation in input sessions and other DHCD-sponsored efforts far exceed those individuals and organizations reflected in this Action Plan.

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Input for the 2016 – 2017 Action Plan was gathered through input sessions, consultations, and a public hearing. Four input sessions were held during February 2016 to gather feedback on proposed program designs for HOME, CDBG, ESG, and HOPWA. This included input on the expansion of a homeowner rehabilitation program funded with HOME funds. It also include gathering input on how to utilize the National Housing Trust Fund, a new funding source to be allocated through the Consolidated Planning process and made available summer 2016. A public notice soliciting written input along with announcing the public hearing was published in six newspapers across Virginia. The public hearing was held on March 25, 2016.

Overall comments and feedback support the expansion on the homeowner rehabilitation program to address a high need and demand in Virginia’s rural counties. As a result DHCD will implement an expanded program to address these needs.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Statewide	Four Annual Action Plan Input Sessions were held in February 2016. The sessions were located in Wytheville, Prince William, Richmond, and Hampton. These were well attended by local CoCs, developers, local government, advocacy groups, and service providers.	See attached summary of results.	See attached summary of results.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Residents of Public and Assisted Housing Statewide	Four Annual Action Plan Input Sessions were held in October 2015. The sessions were located in Roanoke, Abingdon, Richmond, Arlington, and Hampton. These were well attended by local CoCs, service providers, and advocacy groups.	See attached summary of results.	See attached summary of results.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	Minorities Statewide	The public notice was published the week of February 29 - March 5, 2016 in six newspapers, The Richmond Times Dispatch, Roanoke Times, Bristol Herald, Virginia Pilot, Richmond Free Press, and Potomac News. The public noticed solicited written comments, announced the period of time that comments would be accepted, and the date, time, and location of the public hearing.	Comments received resulted primarily from input session attendees.	Comments received resulted primarily from input session attendees.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Statewide	Public hearing was held on Friday March 25, 2016 at 10:00 AM. The hearing was located at DHCD's Richmond office (600 East Main Street, Richmond Virginia 23219).	No one attended the hearing.	No one attended the hearing.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The Commonwealth of Virginia will leverage the more than \$27 million in federal resources received for the 2016 – 2017 program year to address homelessness, affordable housing, and community development needs in Virginia.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	16,811,481	99,509	1,016,034	17,927,024	16,811,481	Funding will be used in the following State CDBG programs: Construction-Ready Water and Sewer Fund, Planning Grants, Economic Development Fund, Community Development Innovation Fund, Urgent Need Open Submission Projects, and Competitive Grants

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	7,021,802	650,000	0	7,671,802	7,021,802	Funding will be used in the following programs: Affordable and Special Needs Housing (Rental and Homebuyer Development), Homeowner Rehabilitation, Down Payment Assistance Program (Homebuyer Assistance), and the Vibrant Community Initiative, which leverages HOME to provide rental and homebuyer development assistance in comprehensive community initiative.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	745,593	0	0	745,593	745,593	Funding will support TBRA, STRMU, housing placement, housing information services, and limited supportive services.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	2,754,274	0	0	2,754,274	275,427	Funding will support shelter operations and rapid re-housing activities. Priority will be given to rapid re-housing for the expenditure of ESG funds. Please note that ESG funds are allocated along with state resources for homeless prevention and homeless assistance to assure an emergency crisis response system of services.
Housing Trust Fund	public - federal	Acquisition Housing Multifamily rental new construction Multifamily rental rehab	3,142,439	0	0	3,142,439	3,000,000	NHTF will be leveraged to provide affordable rental housing (new construction and rehabilitation) for extremely low-income households.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The federal resources will be leveraged along with other state resources to provide affordable housing, community development, and to address homelessness. These resources include state allocations to increase the number of permanent supportive housing and affordable housing units, to provide rapid re-housing and homeless assistance, to prevent homelessness, and state funds for the rehabilitation of homeowner units that lack indoor plumbing.

For the HOME program, the state will meet the required 25 percent match through:

- The present value of interest reductions of below-market-rate loans, where a project also receives HOME assistance;
- State general revenue funds that are contributed to HOME-eligible housing projects assisted; and/or
- The face value of State mortgage revenue bond loans (multi-family and single family loans).

CDBG projects do not have a specific match requirement, but applicants can enhance their competitiveness by incorporating local resources.

ESG requires a dollar for dollar match. DHCD will use state general funds appropriation for homeless prevention and homeless services as the match for the ESG program.

The HOPWA program does not have a match requirement.

The National Housing Trust Fund does not have a match requirement.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable.

Discussion

Please see the methods of distribution and program guidelines for more details on how expected resources will be used to address the needs identified in the plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase the number of affordable housing units	2013	2017	Affordable Housing		Lack of affordable housing units	HOPWA: \$745,593 HOME: \$3,500,000 Housing Trust Fund: \$1,642,439	Rental units constructed: 20 Household Housing Unit Rental units rehabilitated: 25 Household Housing Unit Homeowner Housing Added: 4 Household Housing Unit Direct Financial Assistance to Homebuyers: 60 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 150 Households Assisted
2	Increase number of special needs housing units	2013	2017	Affordable Housing Non-Homeless Special Needs		Lack of housing units for special needs population	HOME: \$3,500,000 Housing Trust Fund: \$1,500,000	Rental units constructed: 25 Household Housing Unit Rental units rehabilitated: 20 Household Housing Unit Homeowner Housing Rehabilitated: 50 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Decrease numbers experiencing homelessness	2013	2017	Homeless		Individuals and families experiencing homelessness	HOME: \$21,802 ESG: \$2,754,274	Tenant-based rental assistance / Rapid Rehousing: 400 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 3000 Beds Housing for Homeless added: 3 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Create competitive and sustainable communities	2013	2017	Non-Housing Community Development		Barriers to competitive/sustainable communities	CDBG: \$16,811,481	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted Facade treatment/business building rehabilitation: 40 Business Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 30 Household Housing Unit Homeowner Housing Rehabilitated: 120 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted Jobs created/retained: 50 Jobs Businesses assisted: 10 Businesses Assisted Buildings Demolished: 20 Buildings
					Annual Action Plan 2016			39

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Increase the number of affordable housing units
	Goal Description	
2	Goal Name	Increase number of special needs housing units
	Goal Description	
3	Goal Name	Decrease numbers experiencing homelessness
	Goal Description	
4	Goal Name	Create competitive and sustainable communities
	Goal Description	

Table 7 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction

DHCD seeks to improve the lives of Virginians by:

- Increasing the number of affordable housing units
- Increasing the number of affordable units to meet the needs of special needs populations
- Decreasing the number of individuals and families experiencing homelessness
- Creating competitive and sustainable communities

DHCD works to achieve these goals through:

- Leveraging of resources to support effective community programs working toward these goals
- Developing strategic partnerships to address barriers to achieving these goals
- Providing planning, coordination, and management of strategies to meet these goals

Funding Allocation Priorities

	Increase the number of affordable housing units (%)	Increase number of special needs housing units (%)	Decrease numbers experiencing homelessness (%)	Create competitive and sustainable communities (%)	Total (%)
CDBG	0	0	0	100	100
HOME	48	48	4	0	100
HOPWA	100	0	0	0	100
ESG	0	0	100	0	100
Housing Trust Fund	50	50	0	0	100

Table 8 – Funding Allocation Priorities

Reason for Allocation Priorities

Allocation priorities are based on needs assessments, the strategic plan, and public input.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

These allocations are intended to increase the number of affordable housing units, increase the number of units for people with disabilities, decrease the number of homeless in Virginia, and to create competitive and sustainable communities.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction

This section provides a summary of the methods of distribution for each of program administered by DHCD designed to allocate these federal resources (CDBG, HOME, ESG, and HOPWA). Please see program guidelines, located online at www.dhcd.virginia.gov for more details. The program guideline details include specifics about eligible applicants, areas of the state covered by the program, eligible activities, the type of assistance available, and how to apply (if applicable) for funding.

Distribution Methods

Table 9 - Distribution Methods by State Program

1	State Program Name:	Affordable and Special Needs Housing (ASNH)
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	The Affordable Housing and Special Needs Housing program provide flexible, below-market-rate loans to projects that create or preserve affordable housing for lower-income Virginians. Broadly eligible activity types include rental and homebuyer rehabilitation and new construction. Please see the Affordable and Special Need Housing program guidelines for more details.

	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>HOME funds assigned to the Affordable and Special Needs Housing programs will be distributed through a competitive application process that evaluates applicant projects on:</p> <ul style="list-style-type: none"> • Meeting critical needs (worth 40 points) • Feasibility -likelihood of projects coming to a timely completion (worth 30 points) • Developer capacity -ability to successfully complete projects and deliver affordable housing (worth 30 points) <p>Priority will be given to projects located in non-HOME entitlement localities, CHDO projects, and special needs projects.</p> <p>All applications received by the deadline will be reviewed by DHCD staff. Applications not meeting established thresholds for funding will not be eligible will receive comments and feedback upon request from DHCD staff and will be allowed to reapply during the subsequent application periods within the program year. Proposals cannot be carried into the next program year. All applicants must score at least 60 points on the application in order to be qualified for funding. All qualified applications will then be ranked based on score and the highest scoring applicants will receive a funding commitment from DHCD based on project needs, up to the amount of funds available for the application period. If the full amount of available funding is not committed, it is carried forward into the next application period, as needed, to be made available to proposals meeting threshold requirements and scoring at least 60 points.</p> <p>Applicants that have outstanding audit or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous DHCD agreements are ineligible for funding. Eligible applicants must be qualified developers of affordable housing, including certified CHDOs undertaking CHDO-eligible activities throughout the Commonwealth of Virginia. All funds are intended for use with other types of financing including, but not limited to, low income housing tax credits, bond financing, and other public and private funds. Please note that HOME compliance requirements apply. Other funding source requirements must be compatible with HOME program requirements.</p>
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	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>
	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	Describe how resources will be allocated among funding categories.	Funding will be allocated by funding category based on submitted proposals and local market and need.
	Describe threshold factors and grant size limits.	<p>All proposals must meet threshold requirements for funding. These include:</p> <ul style="list-style-type: none"> • Eligible project type • Eligible activity type • Eligible applicant (no outstanding findings) • Local match (25 percent) provided for projects in HOME entitlement areas • Proposal meets uniform relocation requirements • Proposal meets accessibility requirements • Must score at least 60 points <p>Maximum funding amounts are \$800,000 for special needs projects and \$700,000 for all other eligible projects. DHCD may charge up to an additional \$10,000 in project related costs for costs accrued by DHCD.</p>

	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates funding approximately ten affordable housing projects as a result of the open RFP process. The actual types, size, composition of projects will be based on this competitive process and will vary based on overall quantitative and quality of the proposal received, the local housing markets, and relative local need. Based on statewide trends and housing markets DHCD expects that most of the funded projects will be rental projects with at least some of these targeting special needs populations.
2	State Program Name:	CDBG Competitive Grants
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Competitive funds can be used to provide infrastructure for new or expanding industries, provide new or improved water and sewer systems in rural areas, rehabilitate housing in declining neighborhoods, revitalize commercial districts, provide support to small businesses, and provide facilities for a variety of needed services, such as health clinics in underserved areas. Applicants are required to prove that their project will meet one of three broad national objectives: principally benefit low- and moderate- income persons, prevent or eliminate slums or blight, or address an urgent community development need (public emergency or health threat).

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Most CDBG assistance is distributed in the form of Competitive Grants with proposals due in the spring of each year. As the name suggests, these grants are awarded following competitive evaluation of project proposals. Approximately \$8,351,436 will be available for Competitive Grants in 2016.</p> <p>There are five primary project types under the Competitive CIG option:</p> <ul style="list-style-type: none"> • Comprehensive Community Development • Economic Development • Housing • Community Facility • Community Service Facility <p>Competitive grant proposals received by DHCD are evaluated qualitatively and quantitatively scored according to a 1000 point scale based on the items identified below. The highest ranking proposals are recommended for funding. Proposals are funded, in order of the ranking, to the greatest extent allowed by available funding. Following the closing date of the non-competitive programs, any funds remaining in the non-competitive programs and any program income received during the year are recaptured and made available to fund the next highest ranking competitive proposals. The next highest ranking additional proposals are funded to the greatest extent allowable by available funding.</p> <p>All competitive proposals are scored on a scale of 1000 points with the following point values:</p> <ul style="list-style-type: none"> • Composite Fiscal Stress (Maximum of 150 points) • Regional Priorities (Maximum of 50 points) • Project Needs and Outcomes (Maximum of 200 points) • Costs and Commitment (Maximum of 125 points) • Project Specific Evaluation, Readiness, Capacity, and Impact (Maximum of 275 points) • Meeting a National Objective (Maximum of 200 points)
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	Describe how resources will be allocated among funding categories.	Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), and Community Economic Development Fund projects.
	Describe threshold factors and grant size limits.	Assistance is provided to non-entitlement units of local government. Up to \$1,000,000 is available for economic development, housing, and infrastructure projects, up to \$700,000 for community service facility projects, and up to \$1.4 million is available for projects that will comprehensively improve a neighborhood through water, sewer, street, and housing improvements. In cases of two or more localities participating in a project with a regional impact, some grant limits can increase. A unit of local government may not have more than \$2.5 million in CDBG open projects.
	What are the outcome measures expected as a result of the method of distribution?	See above.
3	State Program Name:	CDBG Planning Grant

	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Virginia's CDBG Planning Grant program is designed to aid in developing clearly articulated strategies for addressing communities' greatest community development needs following meaningful citizen participation.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>Planning Grant funding totaling \$500,000 is available on an open basis from January 1 until September 30 or until all of the funding is committed, whichever comes first.</p> <p>A locality interested in obtaining Planning Grant assistance must submit a completed application through DHCD's Centralized Application and Management System (CAMS). Applications are due the 15th of each month. Applications submitted after the 15th will be held until the 15th of the following month. DHCD will review applications and provide the applicant locality with a written response which outlines activities which must be completed within eight weeks of the DHCD correspondence. Failure to submit activities within this timeframe may result in the loss of the remaining balance of your planning grant allocation. For projects that will be completed in multiple phases, only the first requested planning grant will be eligible for the full planning grant amount. For all subsequent planning grants, only costs for Preliminary Engineering reports and Rehabilitation Specialists will be eligible for funding.</p>
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.

	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>
	<p>Describe how resources will be allocated among funding categories.</p>	<p>Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.</p>

<p>Describe threshold factors and grant size limits.</p>	<p>Non-entitlement local governments are eligible for assistance. A unit of local government may not have more than \$2.5 million in CDBG open projects. There are six categories of Planning Grants. The first two categories are considered Pre-Project type Planning Grants:</p> <ul style="list-style-type: none"> • Community Organizing Planning Grants; • Community Needs Assessment / Economic Assessment Planning Grants • CDBG Project Planning Grants; • Business District Revitalization Planning Grants; • Regional Project Planning Grants; and • Telecommunications Planning Grants. <p>Up to \$10,000 is available for community organizing, up to \$15,000 to conduct community and / or economic needs assessments, up to \$30,000 for project planning activities, up to \$35,000 for business district revitalization, up to \$40,000 is available for regional project planning, and up to \$30,000 for telecommunication planning grants.</p> <p>Eligibility under this program is subject to the following minimum criteria:</p> <ul style="list-style-type: none"> • Demonstration of a clear indication of community development needs and / or opportunities. • The needs identified must generally be eligible targets for future CDBG investments. • There must be evidence that local officials and stakeholders alike are committed to fully identifying and addressing local needs. • There must be evidence that the locality and management team have the time, funding, and expertise to follow through with the planning process. • There must be a clear demonstration for the need of planning grant funds.
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	What are the outcome measures expected as a result of the method of distribution?	See above.
4	State Program Name:	Community Economic Development Fund
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	The Community Economic Development Fund (CED) is designed to support economic development activities, particularly those creating employment opportunities for low- and moderate-income persons, in CDBG-eligible localities.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The Community Economic Development Fund, Community Development Innovation Fund, and the Construction-Ready Water and Sewer Fund will be combined into one open submission funding category sharing approximately \$3,650,000.

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), and Community Economic Development Fund projects.</p>
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<p>Describe threshold factors and grant size limits.</p>	<p>Up to \$700,000 will be available per project. A unit of local government may not have more than \$2.5 million in CDBG open projects. A locality which finds itself in a position to apply for a CED project and is currently at or near the \$2.5 million limit MAY, at DHCD's discretion, be granted a temporary waiver of the cap limit. The locality should contact DHCD to discuss a possible waiver prior to submittal of the proposal. If the waiver is approved, the CED funds will count towards the cap limit once other CDBG projects are closed.</p> <p>Assistance is provided to non-entitlement units of local government. For all CED's an irrevocable Letter of Credit, bond, or other guaranteed form of security will be required in the amount of the CED grant. This security must remain in place until all program requirements are satisfactorily met.</p> <p>The nature of the financial assistance available under the CED Fund varies depending on the economic strength of the applicant localities. Localities were placed in a category based on the relative position of local statistics to statewide statistics for each of three economic factors, poverty, income, and unemployment.</p> <p>Eligibility under this program is subject to the following minimum criteria:</p> <ul style="list-style-type: none"> • The subject business must provide a post-probationary wage of at least 1.5 times the minimum wage for 90% of all employees and offer an employment benefits package including medical insurance to all employees. • The subject business must employ low- to moderate- income persons in at least 51 percent of the available positions, or, ensure that low- to moderate- income persons will receive first consideration for employment. <p>Economic strength of the applicant localities determines the nature of assistance available. Localities are ranked as distressed, transitional, or competitive; qualifying proposals must demonstrate the following:</p> <p>Distressed:</p> <ul style="list-style-type: none"> • The subject business must create at least 10 full-time positions. • The subject business must make a private investment of at least \$100,000. • Local government financial contribution must be at least 25% of CDBG eligible costs. <p>Transitional:</p> <ul style="list-style-type: none"> • The subject business must create at least 20 full-time positions. • The subject business must make a private investment of at least \$300,000. • Local government financial contribution must be at least 25% of CDBG eligible costs. • CDBG funding shall not exceed \$10,000 per job created, or \$25,000 per job in cases of local diversification.
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	What are the outcome measures expected as a result of the method of distribution?	See above.
5	State Program Name:	Construction-Ready Water and Sewer Funds
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	The Construction-Ready program provides funds for new public water and sewer service. The intent of the program is to assist projects that find themselves in an “except for” position, i.e., fully ready to provide service to a low-to moderate- income community except for all or a portion of the construction funds.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The Community Economic Development Fund, Community Development Innovation Fund, and the Construction-Ready Water and Sewer Fund will be combined into one open submission funding category sharing approximately \$3,650,000.

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>Up to \$500,000 will be available per project. A unit of local government may not have more than \$2.5 million in CDBG open projects. Assistance is provided to non-entitlement units of local government.</p> <p>To be eligible for assistance, targeted communities must be made up of at least 60% low-to moderate- income (LMI) households. Additional criteria are:</p> <p>At the time of application:</p> <ul style="list-style-type: none"> • Income surveys and user agreements one year old or less must document eligibility and community demand; • All engineering work must be complete; • All necessary acquisitions must be complete; • Public hearings and the Environmental Review Record must be complete; <p>No more than \$12,500 of CDBG funds per household served will be made available with no single grant exceeding \$500,000.</p> <p>CDBG funds cannot account for more than 75% of the construction cost of the project.</p> <p>The pre-contract phase is limited to 60 days and will include required actions by the locality's governing body, bidding construction and selecting a contractor.</p> <p>The project must be able to be completed within one year.</p>

	What are the outcome measures expected as a result of the method of distribution?	See above.
6	State Program Name:	Down Payment Assistance (DPA)
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	DPA provides down payment and closing costs assistance to income eligible first-time homebuyers to obtain homes that are decent, safe and accessible. The program goal is to provide homeownership opportunities to households that otherwise may not have the opportunity to own a home. By providing these opportunities DHCD helps to sustain affordable housing units and overall growth in personal wealth and equity for low-income Virginians. The DPA program seeks to provide this assistance statewide through local sub-recipient that provide comprehensive homeownership services including for example housing counseling, debt repair services, and foreclosure prevention.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>DPA is administered on a calendar year which will begin January 1, 2017. DPA will be administered by regional state sub-recipients selected through a competitive application process prior to the start 2016 program year. Sub-recipient selection were made as a result of an open competitive application process whereby proposals meeting threshold requirements were scored and ranked based on the following categories:</p> <ul style="list-style-type: none"> • Need (40 percent) • Organizational capacity (30 percent) • Program approach (30 percent) <p>Applicants must be a non-profit or a unit of government targeting services to individuals living within the Virginia. All nonprofit applicants must have and be current on 990 filings (not applicable to units of government). Applicants must demonstrate the ability to manage all applicable state and federal policies and procedures including compliance with federal and state non-discrimination laws. Applicants must be experienced with providing similar assistance and should provide a comprehensive approach to homeownership. All applicants must demonstrate the ability to coordinate DPA assistance with other HOME funds or other types of assistance. Applicants must have established internal control and fiscal accounting procedures and be able to track agency and program budgets by revenue sources and expenses. Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible applicants and any sub-recipient selected for funding will not be eligible for subsequent allocations if any of these conditions occur.</p> <p>Please note that DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate. Applicants must demonstrate the ability to meet all reporting and record keeping requirements.</p> <p>Please note, this is year-two of a two year funding cycle.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	Describe how resources will be allocated among funding categories.	In the DPA program HOME funds are limited to needed down payment and closing costs, the costs associated with conducted required inspections, and housing counseling.
	Describe threshold factors and grant size limits.	Applicants for sub-recipient contracts must meet threshold requirements from above and score at least 60 points based on a panel review of each proposal. Grant sizes to sub-recipient were awarded based on score, local market, and available funds. Assistance to homebuyers is based on underwriting criteria and based on need. Please note, this is year-two of a two year funding cycle.
	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates assisting approximately 60 low/moderate income first-time homebuyers (households) with the DPA method of distribution.
7	State Program Name:	Indoor Plumbing Rehabilitation (IPR) Program

	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	The Indoor Plumbing Rehabilitation/Loan Program (IPR) provides 0% interest loans in non-entitlement cities and counties of Virginia to low- to moderate-income (LMI) owner-occupants of substandard housing where indoor plumbing does not exist or the waste disposal system has failed.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The program year begins July 1 through June 30 concurrent with the state fiscal year. The program provides complete indoor plumbing for LMI households and also provides for the general rehabilitation of these units, and for accessibility improvements or relief from overcrowded conditions, as needed, once the primary income, ownership and failed plumbing criteria are met.
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	Not applicable.

	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>
	<p>Describe how resources will be allocated among funding categories.</p>	<p>The Department of Housing and Community Development will contract with six regional sub-recipients (non-profit housing providers and a planning district commission) to administer the IPR program. Each subrecipient will receive a specified initial allocation and the balance will be distributed based on performance. All to be allocated to homeowner rehabilitation activities.</p>

	Describe threshold factors and grant size limits.	The sub-recipients are responsible for most program operations including outreach, application intake, beneficiary and property eligibility determination, financial packaging, construction management, and loan servicing. Each subrecipient has direct ties to the community via its local housing rehabilitation advisory board and local implementation partners. The beneficiary household must be low- to moderate-income, owner occupied and must lack complete indoor plumbing. Generally, the maximum rehabilitation limit is \$70,000 plus soft costs.
	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates completing approximately 50 homeowner rehabilitation activities.
8	State Program Name:	Local Innovation Program
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	This program helps to implement new, innovative, and/or timely community development projects.

	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The Community Economic Development Fund, Community Development Innovation Fund, and the Construction-Ready Water and Sewer Fund will be combined into one open submission funding category sharing approximately \$3,650,000.</p>
	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	<p>Not applicable.</p>
Describe how resources will be allocated among funding categories.	<p>Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.</p>
Describe threshold factors and grant size limits.	<p>Up to \$200,000 is available per project; however, Local Innovation projects that will have a regional impact and involve clear participation from two or more applicant localities are eligible for up to \$300,000 in CDBG assistance. These projects must meet all other qualifications of the Local Innovation Program, and must have at least a 25% cash match from at least one of the applicant localities. A unit of local government may not have more than \$2.5 million in CDBG open projects.</p> <p>Assistance is provided to non-entitlement units of local government.</p> <p>Projects are evaluated on the intended outcomes, the nature of the innovation, the need, capacity to carry out the project, and the long-term benefit of the project. Projects must demonstrate a direct relationship between intended project efforts and measurable, tangible improvements to the health of the community being served.</p>

	What are the outcome measures expected as a result of the method of distribution?	See above.
9	State Program Name:	National Disaster Resilience Program - ThRIVE
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	The Commonwealth successfully competed for National Disaster Resilience funds. An award of \$120.5 million was made to help the Hampton Roads region better prepare for recurrent flooding and sea-level rise. The Commonwealth's application serves as its Substantial Amendment and the proposal provides details on the projects which will be implemented.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Two projects were selected for implementation, the Ohio Creek Watershed project which will address recurrent flooding through a series of water management solutions. The second project, the Coastal Research Lab and Business Accelerator, will be utilized to spur private investment, development workforce training, and further research for innovative solutions to combat water management issues in the region.

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals will be developed and distributed to the subrecipient.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	Describe how resources will be allocated among funding categories.	Resources will be allocated based the original projects presented in the NDR proposal.
	Describe threshold factors and grant size limits.	Not applicable.

	What are the outcome measures expected as a result of the method of distribution?	<p>This program is intended to produce two comprehensive projects that may include number of eligible activities (see above).</p> <p>Anticipated:</p> <p>Reduction in property damage and loss of service during the next presidentially declared disaster (Ohio Creek Watershed)</p> <p>Increase the area of wetlands and/or shoreline restoration projects (Ohio Creek Watershed)</p> <p>Increase linear feet of bicycle lanes/paths in target area (Ohio Creek Watershed)</p> <p>Increase the number of new/improved transit access points (Ohio Creek Watershed)</p> <p>Decrease the number and amount of flood insurance claims for the target area (Ohio Creek Watershed)</p> <p>Increase on innovation in water management (Coastal Resilience Laboratory and Accelerator Center)</p> <p>Develop products/applications that help create/support resilience (Coastal Resilience Laboratory and Accelerator Center)</p> <p>Increase number of living wage jobs (Coastal Resilience Laboratory and Accelerator Center)</p> <p>Increase the number of businesses (Coastal Resilience Laboratory and Accelerator Center)</p> <p>Increase in revenue for existing businesses(Coastal Resilience Laboratory and Accelerator Center)</p>
10	State Program Name:	National Housing Trust Fund (NHTF)
	Funding Sources:	Housing Trust Fund
	Describe the state program addressed by the Method of Distribution.	<p>The NHTF will provide flexible, below-market-rate loans to projects that create or preserve affordable housing targeting households at or below 30 percent area median income (AMI).</p> <p>Broadly eligible projects include rental projects (new construction and rehabilitation).</p>

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

The NHTF will be distributed through the existing Affordable and Special Needs Housing (ASNH) application review process. This is a competitive application process that evaluates proposals on the criteria listed below. Please note there are several individual measures included under each of these basic criteria:

- Meeting critical local need (worth 40 points)
- Feasibility – Likelihood of projects coming to a timely, successful completion and likelihood of sustainability and compliance through affordability period (worth 30 points)
- Developer capacity –ability to successfully complete projects and deliver affordable housing (worth 30 points)

Priority will be given to project that will target special need populations. These are projects that are specifically targeting at least 20 percent of the total units to households with disabilities. Special needs households include at least one individual with a disability (physical, sensory, mental, developmental, or intellectual). The targeting of special needs must be reflected in the tenant selection plan for rental projects. Please note that elderly housing does not necessarily qualify as special needs housing, but elderly housing explicitly targeting at least 20 percent of the total units to households with disabilities would qualify as special needs housing. In addition special preference will be giving to projects that will target units to Department of Justice Settlement population.

Please note that DHCD wishes to promote the development of units targeted to meeting the needs of special needs households by both giving scoring preferences to projects that exceed minimum accessibility requirements and those that target units specifically to special needs household. Although DHCD gives scoring preference for targeted special needs housing, applications identifying mixed or integrated affordable housing projects are encouraged.

All applications received by the deadline will be reviewed by DHCD staff. Applications not meeting established thresholds for funding will not be eligible but can receive comments and feedback upon request from DHCD staff. These applicants may reapply during the subsequent application periods within the program year. All applicants must score at least 60 points on the application in order to be qualified for funding. All qualified applications will then be ranked based on score and the highest scoring applicants will receive a funding commitment from DHCD based on project needs, up to the amount of funds available for the application period. If the full amount of available funding is not committed, it is carried forward into the next application period, as needed, to be made available to proposals meeting threshold requirements and scoring at least 60 points.

	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>
	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>All of the NHTF project funding will be allocate to rental new construction or rehabilitation to either create new affordable units or to preserve existing affordable units.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>All proposals must meet threshold requirements for funding. These include:</p> <ul style="list-style-type: none"> • Eligible project type • Eligible activity type • Eligible applicant (no outstanding findings) • If new construction must include universal design features • Proposal meets uniform relocation requirements • Proposal meets accessibility requirements • Must score at least 60 points <p>Maximum funding amounts are \$800,000 for special needs projects and \$700,000 for all other eligible projects. Please note that HOME subsidy limits will be applied to all project assisted with NHTF.</p>

	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates funding approximately three to four affordable housing projects, roughly 30 targeted units as a result of the competitive application process. The actual types, number of units, size, composition of projects will be based on this competitive process and will vary based on overall quantitative and quality of the proposal received, the local housing markets, and relative local need. Based on statewide trends and housing markets DHCD expects that most of the funded projects will include units targeting special need populations.
11	State Program Name:	Rural Homeowner Rehabilitation Program
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	Rural Homeowner Rehabilitation Program will provide financial assistance in the form of a zero percent interest forgivable loans to assist income eligible homeowner in non-HOME entitlement localities. The program goal is to improve to HQS standards the homes of existing qualified and eligible homeowners to provide decent, safe, accessible, and affordable homes.

	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The Rural Rehab program will be administered by sub-recipients selected through an open competitive application process. Sub-recipient selection will be made as a result of this process whereby proposals meeting threshold requirements are scored and ranked based on the following categories:</p> <ul style="list-style-type: none"> • Need (40 percent) • Organizational capacity (30 percent) • Program approach (30 percent) <p>Applicants must be a non-profit, a unit of government, or a Planning District Commission targeting similar services to individuals living within the Virginia. All nonprofit applicants must have and be current on 990 filings (not applicable to units of government). Applicants must demonstrate the ability to manage all applicable state and federal policies and procedures including compliance with federal and state non-discrimination laws. Applicants must be experienced with providing similar assistance and should provide a comprehensive approach that both prioritizes funds to provide homeowners with decent, safe, accessible, and affordable homes.</p> <p>Applicants must have established internal control and fiscal accounting procedures and be able to track agency and program budgets by revenue sources and expenses. Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible applicants and any sub-recipient selected for funding will not be eligible for subsequent allocations if any of these conditions occur.</p> <p>Please note that DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate. Applicants must demonstrate the ability to meet all reporting and record keeping requirements.</p>
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	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>
	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	Describe how resources will be allocated among funding categories.	Costs are limited to HOME-eligible and DHCD pre-approved homeowner rehabilitation project costs.
	Describe threshold factors and grant size limits.	Applicants for sub-recipient contracts must meet threshold requirements from above and score at least 60 points based on a panel review of each proposal. Grant sizes to sub-recipient were awarded based on score, local market, and available funds. Assistance to homebuyers is based on need, but capped at \$35,000 per unit.
	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates completing approximately 50 homeowner rehabilitation activities.
12	State Program Name:	Urgent Need Open Submission Projects

	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	The Urgent Need program enables prompt response to existing serious and immediate threats to local health and safety. Funding is available on an open basis between January 1 and October 31.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	\$1,000,000 is available for Urgent Need projects. CDBG assistance will generally be made available to projects which consist of activities in support of long-term recovery. CDBG assistance will generally not be made available to projects with public facility failures resulting from neglected maintenance by a locality. Assistance for LMI benefit is prioritized.
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.

	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>
	<p>Describe how resources will be allocated among funding categories.</p>	<p>Funding which has not been committed as of October 31 may be committed to Self Help projects, Construction Ready Water and Sewer projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.</p>

	<p>Describe threshold factors and grant size limits.</p>	<p>Up to \$700,000 will be available per project. A unit of local government may not have more than \$2.5 million in CDBG open projects. A locality which finds itself in a position to apply for a critical Urgent Need Open Submission project and is currently at or near the \$2.5 million limit MAY, at DHCD's discretion, be granted a temporary waiver of the cap limit. The locality should contact DHCD to discuss a possible waiver prior to submittal of the proposal. If the waiver is approved, the Urgent Need funds will count towards the cap limit once other CDBG projects are closed.</p> <p>Assistance is provided to non-entitlement units of local government.</p> <p>All UNOS proposals and activities must meet the following thresholds:</p> <ul style="list-style-type: none"> • The proposed project must alleviate existing conditions which pose a serious and immediate threat to the health and welfare of the community; and, • The conditions developed or became urgent within 18 months of the date the proposal is submitted; and, • The applicant locality is unable to finance the project on its own, no other funding is available to address the problem, and the CDBG funding will be directly targeted towards alleviation of the threatening conditions; and, <p>The threat must be supported by either:</p> <p>A current declaration of an emergency by the Governor of Virginia relative to a flood, a hurricane, a tornado, an earthquake, or other disaster event, not including droughts, snow, or ice conditions.</p> <p>OR</p> <p>A current declaration of an immediate and severe health threat by the State Commissioner of Health relative to the complete failure of a public water or sewer system or incident of similar significance.</p>
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	What are the outcome measures expected as a result of the method of distribution?	See above.
13	State Program Name:	Virginia Homeless Solutions Program (VSHP)
	Funding Sources:	HOPWA ESG
	Describe the state program addressed by the Method of Distribution.	<p>The goals of the Virginia Homeless Solutions Program are:</p> <ul style="list-style-type: none"> • To reduce the number of individuals/households who become homeless; • To shorten the length of time an individual or household is homeless; and • To reduce the number of individuals/households that return to homelessness. <p>DHCD will meet these goals through supporting Continuum of Care (CoC) strategies and homeless service and prevention programs that align with these goals.</p>

	<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>All funding requests must be justified by the application and meet a 60 point threshold for funding. DHCD reserves the right to make funding commitments below 60 points to assure geographic coverage. Scoring criteria are as follows:</p> <ul style="list-style-type: none"> • Need -25 points • Approach -25 points • Local Coordination -25 points • Capacity -25 points <p>Actual funding will be based on the following:</p> <ul style="list-style-type: none"> • Requested amount (total request and spending plan) • Available funds • Application score • Local need • Alignment with state and federal strategies • Approach (proposed grantees, activities, and organizational capacity) • Negotiations <p>Applications were scored lower where ineligible activities or activities that are not aligned with state and federal goals to prevent and reduce homelessness are proposed. Lower scores impacted actual funding level. Spending plans were reduced based on ineligible activities, where activities were not in alignment with state and federal goals, and/or where proposed grantees were either ineligible or lack the capacity to carry out proposed activities. DHCD met with each CoC to negotiate needed adjustments to proposed activities and spending plans.</p> <p>Please note, the 2016 – 2017 program year is year-one of a two year funding cycle. Year two renewal amounts will be based on available funding and year-one performance.</p>
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	<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Not applicable.</p>
	<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>This application was a CoC-based application. Only applications submitted by the lead CoC organization were considered for funding. The application submitted by the lead CoC organization had to identify the local process for decision-making and the proposed grantees to be responsible for carrying out the HOPWA and ESG eligible activities. Eligible grantees included community and faith-based non-profits and units of local governments. There are 16 CoCs in the state of Virginia including the Balance of State CoC. The balance of State CoC includes 90 localities and is organized into 12 separate planning groups. For the purpose of this application these planning groups were considered CoCs.</p> <p>Written agreements will be issued to individual grantees by July 1, 2016. Please note, the 2016 – 2017 program year is year-one of a two year funding cycle. Year two renewals amounts will be based on available funding and year-one performance.</p>

	<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>This application was a CoC-based application. Only applications submitted by the lead CoC organization were considered for funding. The application submitted by the lead CoC organization had to identify the local process for decision-making and the proposed grantees to be responsible for carrying out the HOPWA and ESG eligible activities. Eligible grantees included community and faith-based non-profits and units of local governments. There are 16 CoCs in the state of Virginia including the Balance of State CoC. The balance of State CoC includes 90 localities and is organized into 12 separate planning groups. For the purpose of this application these planning groups were considered CoCs.</p> <p>Written agreements will be issued to individual grantees by July 1, 2016. Please note, the 2016 – 2017 program year is year-one of a two year funding cycle. Year two renewals amounts will be based on available funding and year-one performance.</p>
	<p>Describe how resources will be allocated among funding categories.</p>	<p>ESG will be allocated primarily to rapid re-housing, but also as needed to shelter operations, and HMIS activities. Priority will be given to rapid re-housing expenditures with ESG. Please note, that ESG is allocated in combination with state-funded homeless resources to fund an emergency crisis response system of services.</p> <p>HOPWA will be allocated to tenant-based rental assistance, short-term rent, mortgage, and utility (STRMU) assistance, housing placement, housing information services (limited to HMIS related expenses) and supportive services based on actual contracted amounts.</p>

<p>Describe threshold factors and grant size limits.</p>	<p>Grantees are funded as a result of a CoC-based application process. The CoC-based application identified specific organizations that will carry out ESG and HOPWA activities. DHCD will contract directly with these individual organizations or grantees. Grantees must be non-profits or units of local government and current on 990 filings (not applicable to units of government). See the Other Requirements section of this document for more details on limits to funding primarily religious organizations.</p> <p>Grantees must be in compliance with program guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws.</p> <p>Grantees must have established standard accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and be able to track agency and program budgets by revenue sources and expenses.</p> <p>Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible grantees and any grantee will not be eligible to receive allocations if any of these conditions occur within the grant period. Please note that DHCD will work with all interested parties, where appropriate, toward the resolution of unresolved matters. Recent prior funding agreements must be within the past two years for one or more of DHCD's homeless or special needs services programs (HOPWA or VHSP). An organizational assessment includes a review of organization finances, accounting standards, internal controls, grievance policies, record keeping policies, confidentiality practices, conflict of interest policies, and fair housing practices.</p> <p>DHCD reserves the right to require and conduct organizational assessments of any proposed grantee prior to the execution of any agreement.</p> <p>Please note, the 2016 – 2017 program year is year-one of a two year funding cycle. Year two renewals amounts will be based on available funding and year-one performance.</p>
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	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates serving 150 households with TRBA and STRMU through the HOPWA funding stream. An additional 400 households will be transition quickly from homelessness to permanent housing with ESG rapid re-housing assistance. More than 3,000 individual will receive temporary emergency shelter funding with ESG shelter operations.
14	State Program Name:	Virginia's Vibrant Community Initiative
	Funding Sources:	CDBG HOME
	Describe the state program addressed by the Method of Distribution.	The program combines multiple funding sources in order to fund comprehensive community projects. A comprehensive project is a project that includes a range of activities such as neighborhood revitalization, downtown redevelopment, homeowner rehabilitation, down payment assistance, rental project development, water/sewer, and/or other infrastructure.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>DHCD will seek letters of intent for projects serving urban and rural areas within Virginia, but reserves the right to select projects that allow for maximum usage of the available resources. Following the letters of intent, DHCD will request full proposals for comprehensive projects from select applicants. Proposals must clearly describe the overall comprehensive project and all project activities. A comprehensive project is a project that includes a range of activities such as neighborhood revitalization, downtown redevelopment, homeowner rehabilitation, down payment assistance, rental project development, water/sewer, and/or other infrastructure.</p> <p>The letters of intent will be reviewed by the DHCD review panel and selected for full proposals based on the following criteria:</p> <ul style="list-style-type: none"> • A plan and initial groundwork in place on a comprehensive project that includes at least a housing component; • Demonstrated success with similar projects; • Partnerships in place to execute the project; and • Demonstrated capacity (financial and development team experience). <p>All invited proposals received in CAMS by the deadlines (TBD) will be evaluated through a review committee based on the following scoring criteria:</p> <ul style="list-style-type: none"> • Alignment • Need • Project Readiness • Capacity <p>Alignment</p> <p>The alignment criteria is intended to select project proposals that are closely aligned with CDBG, HOME, state, and federal outcomes and objectives. Projects that are strongly aligned must address state Consolidated Plan priorities. The purpose of the pilot is to help develop the infrastructure and lessons-learned to inform a potentially larger scale application of a combined-resource process.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the pilot program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Not applicable.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>Not applicable.</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>Resources will be allocated based on selected proposals and project financial needs for HOME and/or CDBG eligible activities that specifically address one or more of the following:</p> <ul style="list-style-type: none"> • Preservation of existing affordable rental units • Preservation of existing affordable homebuyer units • Creation of new affordable rental units • Creation of new affordable homebuyer units • Creation of integrated community housing units targeting special needs population • Employment/infrastructure/community services that primarily benefit very low/ low/ and moderate income households • Blight removal as a part of a larger revitalization project
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	<p>Describe threshold factors and grant size limits.</p>	<p>DHCD seeks letters of intent or projects serving urban and rural areas within Virginia, but reserves the right to select projects that allow for maximum usage of the available resources. The selection of pilot projects will be implemented in a two-phase process. The first phase is an open letter of intent with the second phase being a full proposal from those letters of intent selected through a pilot review panel.</p> <p>DHCD will solicit letters of intent from units of local government, housing developers (nonprofit and for profit), housing authorities, and other local and regional housing, community, and/or economic development organizations.</p> <p>Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues will not be considered for the pilot. Please note that DHCD will work with all interested parties where appropriate, to resolve findings and compliance issues.</p> <p>Applicants and any key partners must be registered in DHCD's Centralized Application Management System (CAMS) and have submitted their current annual audit or as applicable their reviewed financial statement through CAMS in order to be considered for the pilot.</p> <p>Please note that \$2 million in CDBG and \$1 million in HOME funds will be set aside for successful proposals. The CDBG and HOME funds will be allocated to comprehensive projects along with state community development resources for up to two projects limited to \$2 million per project including both state and federal resources.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>This program is intended to produce two comprehensive projects that may include number of eligible activities (see above).</p>

Discussion

For details please see each state program design or guideline. These are readily available online at www.dhcd.virginia.gov.

AP-35 Projects – (Optional)

Introduction

Not applicable.

#	Project Name

Table 10 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Not applicable.

AP-38 Project Summary
Project Summary Information

Table 11 – Project Summary

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

Not applicable.

Acceptance process of applications

Not applicable.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

Yes

State's Process and Criteria for approving local government revitalization strategies

The Commonwealth, specifically, DHCD, does not have a formal approval mechanism for local government revitalization strategies as it applies to the Annual Action Plan. Instead, as described in prior sections, the Commonwealth utilizes resources, such as CDBG, in eligible areas of Virginia to assist with community revitalization. DHCD invests significantly in technical assistance, working closely with communities to identify priority issues and develop solutions to those identified needs. Where appropriate, financial resources from DHCD may be deployed to assist. Funding from DHCD is available through both threshold based programs and on a competitive basis. Funds can be used to address a wide range of revitalization needs, from comprehensive neighborhood improvements, downtown revitalization, infrastructure, economic development, and projects to meet critical items such as the lack of affordable and accessible health care. When partnering with communities, DHCD views itself as an investor and as such, commits to work in close consultation with local governments and their partners.

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

This Action Plan is for a State grantee. The Commonwealth is extremely diverse in its racial and ethnic composition, and there are numerous areas across the state with concentrated populations, including African American, Hispanic, Asian, and others. The Commonwealth's methods of distribution selects projects and proposals targeted at meeting priority local needs and requires that proposed project affirmatively further fair housing.

Geographic Distribution

Target Area	Percentage of Funds

Table 12 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

There are concentrations of poverty in every region of the state. This concentration varies based on local factors. The Commonwealth's methods of distribution will select project sand proposals that address these needs within the context of local and regional needs.

Discussion

Please see individual program guidelines for program details.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction

Action Plan resources will assist more than 4,000 households within the Commonwealth of Virginia.

One Year Goals for the Number of Households to be Supported	
Homeless	3,700
Non-Homeless	401
Special-Needs	198
Total	4,299

Table 13 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	550
The Production of New Units	88
Rehab of Existing Units	484
Acquisition of Existing Units	103
Total	1,225

Table 14 - One Year Goals for Affordable Housing by Support Type

Discussion

Please see individual program guidelines for more details.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction

Please see below for action taken to address the needs of public housing.

Actions planned during the next year to address the needs to public housing

Public housing authorities are eligible applicants for the state's HOME Affordable and Special Needs Housing program. This is an open competitive application process for affordable housing (homebuyer and rental projects). While assistance cannot be provided in public housing units, these funds may be used in projects that transition units and public housing residents from public housing. In addition several Rental Assistance Demonstration (RAD) projects have applied for and received Affordable and Special Needs Housing (HOME funds) commitments.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

DHCD supports PHAs and projects that encourage residents to become more involved in the management of rental properties. All CHDO projects must include residents in planning and management.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

There are not any PHAs in Virginia with a troubled status.

Discussion

Discussion

For more details please reference specific program guidelines or contact Lyndsi Austin at lyndsi.austin@dhcd.virginia.gov.

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The Commonwealth of Virginia has established a policy framework and the infrastructure to address homelessness and housing and to better serve special needs populations. The policy framework, Governor's Coordinating Council on Homelessness, and the associated committees, subcommittees, and workgroups are organized around priorities such as youth homelessness, solutions, data, family and chronic homelessness, and veterans.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Overall the Commonwealth seeks to reduce the number of individuals experiencing homelessness by 15 percent by the end of a three-year period (ending in 2014). The Commonwealth exceeded this three year goal. New goals are in the process of being established by the Governor's Coordinating Council on Homelessness. In addition DHCD is administering ESG and HOPWA funds based on a CoC-based application that will focus on CoC-based outcomes including:

- Decreasing the number of individuals experiencing homelessness
- Shortening the length of time people are homeless
- Reducing the number of people returning to homelessness

Addressing the emergency shelter and transitional housing needs of homeless persons

The Commonwealth of Virginia leverages both state and federal resources to address the needs of homelessness individuals and families. These resources include those for prevention, rapid re-housing, and shelter operations. The state's goals are to reduce the number of individuals experiencing homelessness, to shorten the length of homelessness, and to reduce the numbers of people returning to homelessness.

Please note, ESG is allocated in combination with other state homeless resources to support an emergency crisis response system of services that includes shelter.

Helping homeless persons (especially chronically homeless individuals and families, families

with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

State goals and a transition to CoC-based funding have better aligned state resources to focus on permanent housing. State goals include specific objectives to reduce homelessness by 15 percent by 2014 and a goal to increase the number of permanent supportive housing units. The Commonwealth exceeded both goals and is in the process of establishing new goals.

The Commonwealth has established the Interagency Partnership to Prevent Youth Homelessness and an Ending Veterans Homelessness Committee. Governor McAuliffe announced in November 2015 that the state of Virginia had functionally ended veterans' homelessness. Please note this accomplishment was later certificated by the United State Interagency Council on Homelessness (USICH).

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Commonwealth of Virginia leverages state resources to divert low-income individuals and families from homelessness. The state's program requires that homeless prevention providers participate in coordinated assessment systems and that prevention resources are targeted to those seeking homeless assistance in order to better target those most likely to become homeless.

Housing development program administered by DHCD including the Affordable and Special Needs Housing (ASNH) program, State Housing Trust Fund Loan Pool, and the National Housing Trust Fund will provide a preference for projects that include units targeted to extremely low-income households and/or units targeted to special needs populations.

Discussion

For more details on Virginia's Housing Policy Framework and the Governor's Coordinating Council on Homelessness please go to www.dhcd.virginia.gov.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	150
Tenant-based rental assistance	50
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	200

AP-75 Barriers to affordable housing – 91.320(i)

Introduction

DHCD works with multiple partners across the state to promote fair housing measures. These measures collectively help to improve conditions across the Commonwealth. These resources, including HOME, CDBG, and NHTF, will support projects development that furthers fair housing efforts in Virginia. All proposed projects are required to submit a site and neighborhood standards reviews which assess the project location and how the project will contribute to deconcentrating poverty and minority populations. The site and neighborhood assessments must be approved by authorized local official.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discrimination in the rental and homebuyer markets - Particularly, discrimination in the rental housing market based on disability, race, national origin, and familial status:

- Increase testing and enforcement efforts in the rental and sales housing markets to ensure that members of protected classes are being offered an equal opportunity to access all housing options in their communities; well publicized results of testing programs.
- Increase the use of electronic fair housing testing measures (i.e. email testing).
- Increase education efforts for landlords, leasing agents, and real estate professionals about their fair housing responsibilities; in particular, stress the importance of making reasonable accommodations for persons with disabilities and knowing proper occupancy standards for families with children.
- Increase education efforts for individuals seeking housing so they are aware when they are victims of discrimination and so that they are aware of their options to resolve the situation.
- Increase enforcement of affirmative marketing of affordable housing options to members of the protected classes.

Constraints in the mortgage lending market - Minorities experience higher denial rates in the mortgage markets at all income levels, particularly at the lowest income levels in the conventional loan market. Subprime mortgages are also an issue of note for minority borrowers:

- Increased oversight of mortgage lending and denial practices.
- First-time homebuyer education, affirmatively marketed to minorities.
- Continued support of financial literacy and credit counseling initiatives.
- Increased assistance and counseling efforts for individuals in foreclosure; particularly those with subprime mortgages.
- Increased awareness regarding the availability of Federal Housing Administration (FHA) loans.

Limited understanding of fair housing issues among real estate agents, landlords, housing providers, local officials, and especially, individuals:

- Encourage housing providers and other relevant stakeholders to utilize social networking to inform both clients and landlords of fair housing policy.
- Inclusion of “Prohibited Discriminatory Practices” on the Section 8 Landlord Certification

Disproportionate effects of certain local ordinances on members of various protected classes:

- A review of local ordinances that might affect fair housing choice.
- Enhanced education efforts for local officials (elected, appointed, and staff) in regards to fair housing law.
- Promote the creation of local land use ordinances that allow for varied housing types and for the inclusion of accessible housing.

Availability and access to quality affordable housing; there are a large number of low-income households in need of affordable housing and there are a large number of cost-burdened households, especially in the rental housing market:

- Continued support of federal, state, and local efforts to preserve and produce quality affordable housing,
- Support of public-private partnerships that create affordable and mixed-income housing.
- Promote the use of housing databases such as those offered by the Virginia Housing Development Authority (VHDA), <http://www.virginiahousingsearch.com/>.

Discussion

Please see the Virginia’s Analysis of the Impediments to Fair Housing for more details.

AP-85 Other Actions – 91.320(j)

Introduction

The Commonwealth of Virginia has established a Housing Policy Framework that includes a number of working committees that actively work to address underserved needs in Virginia. These committees are working to improve interagency coordination, to improve service coordination outcomes, and to address barriers.

Actions planned to address obstacles to meeting underserved needs

DHCD structures programs, policies, and procedures to help foster and maintain affordable housing in the Commonwealth. These efforts include partnerships with affordable housing developers and the local housing authorities as well as other community development organizations. In addition, DHCD leverages NHTF, HOME and CDBG funds with state resources to provide financial and technical assistance to affordable housing development projects across the Commonwealth.

Actions planned to foster and maintain affordable housing

DHCD structures programs, policies, and procedures to help foster and maintain affordable housing in the Commonwealth. These efforts include partnerships with affordable housing developers and the local housing authorities as well as other community development organizations. In addition, DHCD leverages NHTF, HOME and CDBG funds with state resources to provide financial and technical assistance to affordable housing development projects across the Commonwealth.

Actions planned to reduce lead-based paint hazards

DHCD seeks to reduce lead-based paint hazards through the selection of projects meeting lead-based paint standards and well as through monitoring and oversight of this cross-cutting federal requirement. In addition, DHCD plans to apply in 2017 to HUD's Office of Lead Hazard Controls and Healthy Homes for a Lead Hazard Reduction Grant.

Actions planned to reduce the number of poverty-level families

A number of DHCD programs support efforts to reduce the number of poverty-level families. These efforts include construction projects where assisted projects are required to provide local benefit in the form of hiring and/or contracting with qualified (local and low-income) individuals or businesses. In addition, DHCD leverages small businesses as well as other community development resources to develop economic opportunity in areas where employment and economic benefits are limited. DHCD also promotes access to affordable housing in areas of opportunity. These are higher income areas with quality community resources such as proximity to a job center, quality schools, recreational opportunities, and transportation.

Actions planned to develop institutional structure

The Commonwealth of Virginia has established a Housing Policy Framework that includes a number of working committees that actively work to address underserved needs in Virginia. These committees are working to improve interagency coordination, to improve service coordination and outcomes, to address barriers, and to establish the necessary institutional structures.

Actions planned to enhance coordination between public and private housing and social service agencies

The Housing Policy Framework and committee structure is composed of public and private housing providers and social services agencies that are working together across multiple subpopulations and state and federal agencies to enhance coordination. In addition, an Interagency Housing Committee is actively working to improve the integration of community-based housing and services for individuals with intellectual and developmental disabilities.

Discussion

More details are available online at www.dhcd.virginia.gov.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction

This section includes other program-specific requirements.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The Commonwealth utilizes only forms of investment included in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Recapture Provision: Direct Buyer Assistance

Homebuyer HOME-assisted units structured as direct buyer assistance are subject to a recapture provision that ensures that DHCD recovers its HOME investment in the event of voluntary or involuntary transfer of the property during the period of affordability. Direct homebuyer assistance consists of any financial assistance that reduces the purchase price from fair market value to an affordable price, or otherwise subsidizes the purchase (e.g., downpayment or closing costs assistance). Please note that in some instances, there may also be HOME assistance toward development costs along with direct homebuyer assistance. In these cases the amount to be recaptured is limited to the amount of direct buyer assistance/subsidy (and does not include the development assistance).

The homebuyer must maintain the property as their principal residence throughout the period of affordability. If the property is voluntarily or involuntarily transferred during the period of affordability, the property is subject to the recapture provisions outlined here.

Virginia will use the recapture provision at §92.254(a)(5)(ii)(1) and recapture the entire amount of the direct HOME subsidy. The total original amount of the direct buyer assistance is recaptured from the net proceeds in the case of sale, refinance (see exception below), or foreclosure. Net proceeds are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs. In these cases, the required amount returned (total assistance amount from net proceeds) is due and payable in full to DHCD to the Treasurer of Virginia. The HOME recaptured amount may not exceed available net proceeds. In the event net proceeds are insufficient to recover the full amount due, the DHCD will recapture the available net proceeds and the HOME obligation will be satisfied. The HOME assistance may not be subordinated to refinancing of the first lien position primary mortgage or an equity loan or line of credit during the period of affordability except under special hardship conditions at DHCD's discretion.

Affordability requirements are secured by a Restricted Deed of Covenant in the amount of direct assistance. In addition, DHCD executes an agreement with the homebuyer to secure the affordability requirements (terms of recapture, principal residency requirement, and noncompliance.) If the property is not sold or transferred during the affordability period, the HOME loan is forgiven in full at the end of the affordability period.

Resale Requirement: (Homebuyer Development Subsidy Only)

In situations where the HOME assistance is structured as a development subsidy only (i.e., there is no direct subsidy to the homebuyer and the only HOME assistance is the amount of funds between the total cost to rehabilitate or construct the unit and the fair market value), Virginia requires the use of a resale provision. This means, upon voluntary or involuntary transfer of the property within the applicable affordability period, the home must be resold to an income eligible homebuyer at an affordable price, and the original homebuyer must receive a fair return on his/her investment.

The full provision is on file with the HUD field office.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Reasonable Range of Low-Income Buyers

A “reasonable range of low-income buyers” is defined in the VA Program as a household or family with income not greater than 80 percent AMI but at least 60 percent AMI. DHCD defines the sales price that is affordable to this group as an amount whereby the household mortgage payment requires it pay no more than 30 percent of its income for housing costs (principal, interest, property taxes, and insurance).

Please note that the resale price is based on a fair return on investment outlined above. If the resale price is not affordable to the reasonable range of low-income buyers, downpayment assistance and/or second mortgage assistance may be provided by DHCD and/or sub-recipients in order to assure affordability to the homebuyer.

VA will use deed restrictions or covenants running with the land to impose the resale and continued affordability requirements as outlined in §92.254(a)(5)(i)(A) of the HOME Rule.

Noncompliance

During the period of affordability, the owner’s compliance with the principal residency requirement will be monitored. A homebuyer is noncompliant with the HOME affordability requirements if he/she fails to reside in the unit as their principal residence without transferring title (i.e., by either vacating or renting the unit to another occupant), or if he/she sells the property without complying with the applicable resale or recapture provision. In the event of noncompliance, DHCD reserves the right to require the buyer to repay the entire HOME investment (including the direct subsidy and any additional development subsidy provided).

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Emergency Solutions Grant (ESG)
Reference 24 CFR 91.320(k)(3)

1. Include written standards for providing ESG assistance (may include as attachment)

The Commonwealth requires that all ESG grantees submit to DHCD written standards (policies and procedures) for providing ESG assistance. DHCD approves only those standards that are in compliance with ESG regulations and are consistent with state and federal goals. Please see attached program guidelines for overall program standards. Please note, ESG funds are allocated through a combined-resource process (Virginia Homeless Solution Program) that allocates both state and federal resources for homeless prevention and services.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Commonwealth has initiated a CoC-based funding process. Each CoC in the Commonwealth is required to implement a centralized or coordinated assessment system in order to be eligible for state or federal funding administered through the state (DHCD). The Commonwealth is in the process of evaluating and documenting each CoC's assessment system.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Commonwealth will make sub-awards through a CoC-based application process. CoCs must submit applications for funding through DHCD's online Centralized Applications and Management System (CAMS). The application will be reviewed by a panel and evaluated based on local need, capacity, approach, and local coordination. Applications will identify specific grantees within the CoC to carry out eligible activities. DHCD will contract directly with these grantees. Both nonprofits and units of local government are eligible grantees. Faith-based organizations are required to have separate 501 c 3 status established to meet eligibility requirements. DHCD will monitor individual grantees. Performance measures will be evaluated on both the grantee and CoC level.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions

regarding facilities and services funded under ESG.

The requirement does not apply to states, however the state does require consultation with homeless or formerly homeless on the local level. In addition, DHCD has formerly homeless representation in policy and funding decisions regarding homelessness and ESG funding.

5. Describe performance standards for evaluating ESG.

DHCD allocates both state and federal resources for homeless prevention and assistance through a combined-resources process (Virginia Homeless Solutions Program). This process requires that Virginia CoCs and the Balance of State CoC planning groups apply for funding based on local needs. Each Virginia CoC and planning group are then responsible for provide community-level data that enumerates the prevalence of homeless, length of homeless, the number of returning to homelessness. This data is used to establish a community baseline and to evaluate community-level outcomes overtime. In addition, each grantee receiving funding within the CoC must submit data related to the numbers served, exit destinations, and other demographic data.

Discussion

For more details please reference specific program guidelines or contact Lyndsi Austin at lyndsi.austin@dhcd.virginia.gov.

Attachments



Virginia's
National Housing Trust Fund
Allocation Plan
2016

Background

The National Housing Trust Fund (NHTF) is a dedicated fund that will provide resources to build, preserve, and rehabilitate housing for extremely low and very low income households. The NHTF is a Housing and Urban Development (HUD) program that will be allocated annually to states beginning in 2016. In Virginia the NHTF will be administered by the Virginia Department of Housing and Community Development (DHCD).

The consolidated plan regulation at 24 CFR Part 91 is applicable to the NHTF. Virginia's Consolidated Plan will include the following resources:

- Community Development Block Grant (CDBG)
- HOME Investment Partnership
- Housing Opportunities for Persons with AIDS (HOPWA)
- Emergency Solution Grant (ESG)
- Nation Housing Trust Fund (NHTF)

Amendment and Submission Requirement

The addition of this new federal resource to the Consolidated Plan triggers amendments to the Consolidated Plan and the annual action plan covering the July 1, 2016 – June 30 2017 program year. The amendment and submission requirements include the following:

- Citizen Participation Plan
- Strategic Plan (included in the five-year Consolidated Plan)
- Annual Action Plan (2016 – 2017)
- NHTF Funding Priorities (i.e., State's Method of Distribution)
- Recipient Application Requirements
- Performance Goals and Benchmarks
- Other Requirements (e.g., maximum per-unit development subsidy amount)

This document provides details on the updates submitted through the eCon Planning Suite and provides for the allocation plan submission requirement not otherwise accommodated by the eCon Planning Suite.

Citizen Participation Plan

Virginia's citizen participation plan includes conducting input sessions across the state to gather feedback on how the consolidated plan resources should be allocated to eligible activities and targeted to specific incomes and needs. These sessions are broadly advertised and held in several locations across the state in the months leading up to each annual Action Plan. In addition, DHCD consults with other organizations serving Virginia's housing, homelessness, and community development and service needs. Draft plans are posted online for easy access and public notices are published

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in several newspapers across the Commonwealth providing notice of the availability of the draft plan, specifying the type and amount of resources available and soliciting written comments on the proposed uses. These public notices also provide the deadline for the submission of written comments, location of the draft plan, and the date, time, and location of the public hearing.

A substantial amendment to a plan is trigger with the addition of new resources not covered under the approved plan and/or when changes to funding amounts by activity exceeds 20 percent of those in the approved Action Plan and associated methods of distribution.

As a new resource, the NHTF triggers a substantial amendment to the Consolidated Plan and the annual Action Plan.

Public notice was initially posted the first week of March 2016. The notice included the available resources, date, time, and location of the public hearing, the availability of a draft Action Plan, and where to send written comments.

A subsequent public notice was posted the week of July 11, 2016 to provide notification of the substantial amendment, the availability of the NHTF allocation plan, and instructions for submitting written comments.

Input sessions were held in several locations to gather feedback on the proposed uses of the funding resources. February sessions included information about the NHTF and asked for feedback on the proposed use of the resource. The session in June preceded the Annual Housing Awards Luncheon and focused specifically on the NHTF. Summaries of the feedback for both the February and June sessions are included with the submission of the substantial amendment.

Action Plan: Input Sessions	
Where	When
Wytheville	February 23, 2016
Richmond	February 24, 2016
Prince William	February 25, 2016
Hampton	February 26, 2016
Richmond	June 16, 2016

Specifically HUD requires the State to make the following information available to the public:

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- The amount of NHTF assistance the State expects to receive
- The range of activities the State may undertake, including the estimated amount that will benefit extremely low-income households, and
- The State's plan to minimize displacement of persons and to assist any persons displaced.

Amount of NHTF

For the 2016 – 2017 program year Virginia will have available a total of \$3,139,830 in NHTF resources. Ninety percent or \$2,825,847 will be awarded to projects within Virginia. The balance (\$313,983) will support the costs to administer the program.

Substantial amendments are due to HUD on or before August 16, 2016 to allow for a 45 day HUD review period and funding to be made available to states by October 1, 2016.

Range of Activities

All NHTF project funding will be made available to projects selected through DHCD's Affordable and Special Needs Housing (ASNH) application review process. This funding will be limited to rental projects (new construction or rehabilitation) that are creating or preserving affordable units targeted to extremely low-income households (30 percent or below area median income).

Plan to Minimize Displacement of Persons

DHCD's application review process specifically assesses the degree to which proposed projects will result in the displacement of individuals and the degree to which the proposed projects will adequately address any displacements. Any displacement is considered a logistical impediment that will negatively impact the projects overall score. Applicants are required to submit relocation plans when applicable.

Strategic Plan (included in the five-year Consolidated Plan)

This section provides a summary of amendments proposed for the 2013 Consolidated Plan. Actual updates will be submitted through HUD's eCon Planning Suite.

Geographic Priorities (Strategic Plan 10)

Describe the basis for allocating investments geographically within the state: Virginia's project selection process is an open and competitive application where eligible applicants submit project proposals and all proposals meeting threshold requirements are reviewed and scored. Priority and scoring preferences are given to high quality projects meeting the highest needs based on income targeting and local market needs. Please see the methods of distribution for more details.

Priority Needs (Strategic Plan 25)

Currently Virginia has identified the following as high priority needs in Virginia for the 2013 – 2017 Consolidated Plan:

- Lack of affordable housing
- Lack of housing units for special needs populations

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- Individuals and families experiencing homelessness
- Barriers to competitive/sustainable communities

There are no proposed changes to the priority needs resulting from the addition of the NHTF resources.

Influences of Market Conditions (Strategic Plan 30)

HUD requires that grantees specify how market conditions will influence the use of funds by type of housing assistance. Virginia has indicated the following:

Affordable Housing Type	Market characteristics that will influence the use of funds available for housing type:
Tenant Based Rental Assistance (TBRA)	The Commonwealth will not use HOME or NHTF funds for TBRA. ESG may be used for prevention and rapid re-housing assistance as specified in subgrantee contracts based on Virginia Homeless Solution Program (VHSP) guidelines and standards.
TBRA for Non-Homeless Special Needs	The Commonwealth will use HOPWA funds for TBRA. These funds will be used for income eligible HOPWA client where no other available resource is readily available.
New Unit Production	In markets with relatively low vacancy rates, limited available affordable units, and/or accessibility needs. Please note that units targeted to special need populations must be supported by evidence of a local demand for the specific target population.
Rehabilitation	In markets with relatively low vacancy rates, limited available affordable units, accessibility needs, and/or to preserve existing affordable units. Please note, that units targeted to special need populations must be supported by evidence of a local demand for the specific target population.
Acquisition, including preservation	In markets with relatively low vacancy rates, limited available affordable units, accessibility needs, and/or to preserve existing affordable units. Please note, that units targeted to special need populations must be supported by evidence of a local demand for the specific target population.

Anticipated Resources (Strategic Plan 35)

Anticipated resources are updated to included \$3,139,830 in NHTF resources available for the 2016 – 2017 program year (year four of the five-year Consolidated Plan). Another \$3,000,000 is anticipated for the last year (2017 – 2018) of the Consolidated Plan. These resources will be allocated through a low-interest loan pool to rental projects (new construction and rehabilitation) to produce and preserve affordable housing units for extremely low-income households based on local needs. Units will be targeted to special needs populations where local market demand and need indicate.

Goals (Strategic Plan 45)

DHCD anticipates that NHTF will support projects that will provide approximately 30 units for each of the two years remaining of the Consolidated Plan. All of these units would be targeted to extremely low-income households and about half would also be targeted to those with special needs.

Activities in NHTF, HOME and CDBG program will provide extremely low-income, low-income, and moderate-income families affordable housing as defined by HOME 91.315 (b) (2), paying no more than 30 percent of their income on housing. It is estimated that nearly 1,060 households will benefit as a result of resources leveraged during the 2013 – 2017 Consolidated Plan.

Annual Action Plan (2016 – 2017)

This section provides a summary of amendments proposed for the 2016 – 2017 Action Plan. Actual updates will be submitted through HUD's eCon Planning Suite.

Anticipated Resources (Action Plan 15)

Anticipated resources are updated to include \$3,139,830 in NHTF resources available for the 2016 – 2017 program year (year four of the five-year Consolidated Plan). Another \$3,000,000 is anticipated for the last year (2017 – 2018) of the Consolidated Plan. These resources will be allocated through a low-interest loan pool to rental projects (new construction and rehabilitation) to produce and preserve affordable housing units for extremely low-income households based on local needs. Units will be targeted to special needs populations where local market demand and need indicate.

Annual Goals and Objectives (Action Plan 20)

DHCD anticipates that NHTF will support projects that will provide approximately 30 units as a result of the 2016 – 2017 Action Plan. All of these units would be targeted to extremely low-income households and about half would also be targeted to those with special needs.

Activities in NHTF, HOME and CDBG program will provide extremely low-income, low-income, and moderate-income families affordable housing as defined by HOME 91.315 (b) (2), paying no more than 30 percent of their income on housing. It is estimated that nearly 1,060 households will benefit as a result of resources leveraged during the 2013 – 2017 Consolidated Plan.

Allocation Priorities (Action Plan 25)

Currently Virginia has identified the following as high priority needs in Virginia for the 2013 – 2017 Consolidated Plan:

- Lack of affordable housing
- Lack of housing units for special needs populations
- Individuals and families experiencing homelessness
- Barriers to competitive/sustainable communities

All of the NHTF resources will be used to address the lack of affordable housing and at least half of those resources will also address the lack of housing units for special needs populations.

Method of Distribution (Action Plan 30)

The 2016 – 2017 Action Plan methods of distribution are amended to include an additional method for distributing the National Housing Trust Fund. The following are the required information for this update:

State Program Name: National Housing Trust Fund (NHTF)

Funding Sources: National Housing Trust Fund

Describe the state program addressed by the Method of Distribution: The NHTF will provide flexible, below-market-rate loans to projects that create or preserve affordable housing targeting households at or below 30 percent area median income (AMI). Broadly eligible projects include rental projects (new construction and rehabilitation).

Describe all of the criteria that will be used to select applications and the relative importance of these criteria: The NHTF will be distributed through the existing Affordable and Special Needs Housing (ASNH) application review process. This is a competitive application process that evaluates proposals on the criteria listed below. Please note there are several individual measures included under each of these basic criteria:

- Meeting critical local need (worth 40 points)
- Feasibility – Likelihood of projects coming to a timely, successful completion and likelihood of sustainability and compliance through affordability period (worth 30 points)
- Developer capacity –ability to successfully complete projects and deliver affordable housing (worth 30 points)

Priority will be given to project that will target special need populations. These are projects that are specifically targeting at least 20 percent of the total units to households with disabilities. Special needs households include at least one individual with a disability (physical, sensory, mental, developmental, or intellectual). The targeting of special needs must be reflected in the tenant selection plan for rental projects. Please note that elderly housing does not necessarily qualify as special needs housing, but elderly housing explicitly targeting at least 20 percent of the total units to households with disabilities would qualify as special needs housing. In addition special preference will be giving to projects that will target units to [Department of Justice Settlement](#) population.

Please note that DHCD wishes to promote the development of units targeted to meeting the needs of special needs households by both giving scoring preferences to projects that exceed minimum accessibility requirements and those that target units specifically to special needs household. Although DHCD gives scoring preference for targeted special needs housing, applications identifying mixed or integrated affordable housing projects are encouraged.

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All applications received by the deadline will be reviewed by DHCD staff. Applications not meeting established thresholds for funding will not be eligible but can receive comments and feedback upon request from DHCD staff. These applicants may reapply during the subsequent application periods within the program year. All applicants must score at least 60 points on the application in order to be qualified for funding. All qualified applications will then be ranked based on score and the highest scoring applicants will receive a funding commitment from DHCD based on project needs, up to the amount of funds available for the application period. If the full amount of available funding is not committed, it is carried forward into the next application period, as needed, to be made available to proposals meeting threshold requirements and scoring at least 60 points.

Applicants that have outstanding audit or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous DHCD agreements are ineligible for funding. Eligible applicants must be qualified developers of affordable housing. All funds are intended for use with other types of financing including, but not limited to, low income housing tax credits, bond financing, and other public and private funds. Please note that NHTF compliance requirements apply. Other funding source requirements must be compatible with NHTF program requirements.

Describe how the resources will be allocated among funding categories: All of the NHTF project funding will be allocate to rental new construction or rehabilitation to either create new affordable units or to preserve existing affordable units.

Describe threshold factors and grant sizes: All proposals must meet threshold requirements for funding. These include:

- Eligible project type
- Eligible activity type
- Eligible applicant (no outstanding findings)
- If new construction must include universal design features
- Proposal meets uniform relocation requirements
- Proposal meets accessibility requirements
- Must score at least 60 points

Maximum funding amounts are \$800,000 for special needs projects and \$700,000 for all other eligible projects.

What are the outcomes measures expected as a result of the method of distribution?:

DHCD anticipates funding approximately three to four affordable housing projects, roughly 30 targeted units as a result of the competitive application process. The actual types, number of units, size, composition of projects will be based on this competitive process and will vary based on overall quantitative and quality of the proposal received,

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the local housing markets, and relative local need. Based on statewide trends and housing markets DHCD expects that most of the funded projects will include units targeting special need populations.

Geographic Distribution (Action Plan 50)

The Commonwealth is extremely diverse in its racial and ethnic composition, and there are numerous areas across the state with concentrated populations, including African American, Hispanic, Asian, and others. The Commonwealth's methods of distribution selects projects and proposals targeted at meeting priority local needs and requires that proposed projects affirmatively further fair housing.

There are concentrations of poverty in every region of the state. This concentration varies based on local factors. The Commonwealth's methods of distribution will select project proposals that address these needs within the context of local and regional needs. Please see individual program guidelines for details.

Affordable Housing (Action Plan 55)

Approximately 30 households and at least 30 units will be assisted with the NHTF resource. Please note this is an estimate based on funding approximately three projects that include ten units targeted to extremely low-income households with approximately half or more of those units being targeted to special need populations. The actual number of projects and units are highly dependent upon the proposals received and the local markets where these projects are located.

2016 – 2017 Action Plan Goals: Number of Households Assisted		
Population	Previous Goal	New Goal (with NHTF)
Homeless*	3,700	3,700
Non-Homeless	386	401
Special Needs	183	198
Total	4,269	4,299

*Includes shelter assistance.

2016 – 2017 Action Plan Goals: Number of Households Assisted		
Type of Activity	Previous Goal	New Goal (with NHTF)
Rental Assistance	550	550
Production of New Units	73	88
Rehab of Existing Units	469	484
Acquisition of Existing Units	103	103
Total	1,195	1,225

Homeless and Other Special Needs Activities (Action Plan 65)

The ASNH program (funding source HOME funds) provides a preference for projects that include units targeted to extremely low-income households and/or units targeted to

special need populations. DHCD will use the ASNH application process to award NHTF, giving a preference for projects including special needs units.

Barriers to Affordable Housing (Action Plan 75)

DHCD works with multiple partners across the state to promote fair housing measures. These measures collectively help to improve conditions across the Commonwealth. NHTF resources will support project development that furthers fair housing efforts in Virginia. All proposed projects are required to submit a site and neighborhood standards review which assesses the project location and how the project will contribute to the deconcentrating of poverty and minority populations. DHCD requires that the site and neighborhood standards review be signed by the local government official.

Other Actions (Action Plan 85)

The NHTF resources will be aligned with existing strategies to:

- Address obstacles to meeting underserved needs in Virginia
- Help foster and maintain affordable housing in the Commonwealth
- Reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structures
- Enhance coordination between public and private housing and social service agencies

NHTF Funding Priorities (i.e., State's Method of Distribution)

The State is responsible for distributing NHTF according to its housing priority needs. In addition to revising the *Methods of Distribution* (see above), the State must also respond to the following questions:

Will the State distribute NHTF resources through grants to subgrantees?

No. The State will allocate these resources through its ASNH application review process to developers.

Will the State distribute NHTF resources by selecting applications submitted by eligible recipients? If yes, describe all the eligibility requirements for applicants as defined in §93.2 –definition of a recipient.

Yes, eligibility requirements are as follows:

- Must be an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity)
- Must be owner or developer of proposed project
- Must agree to comply with NHTF requirements and all cross-cutting federal requirements
- Must demonstrate the financial capacity to undertake and manage the project development and long-term compliance)

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- Must have experience with development and management of similar projects (project type, funding/regulatory requirements, and target population)

Will the State distribute NHTF resources by selecting applications submitted by eligible recipients? If yes, describe all the criteria that will be used to select applications and the relative importance of these criteria. At minimum, as required in §91.320 (k) (5) (i), the selection criteria must include the following:

Yes, the State will select applications using a competitive application process that evaluates proposals on the criteria listed below. Please note there are several individual measures included under each of these basic criteria:

- Meeting critical local need (worth 40 points)
- Feasibility – likelihood of projects coming to a timely, successful completion and likelihood of compliance through affordability period (worth 30 points)
- Developer capacity –ability to successfully complete projects and deliver affordable housing (worth 30 points)
- Minimum of 60 out of 100 points required as threshold for funding

Please see comments following each required selection criteria:

Priority based on geographic diversity

Virginia's project selection process is an open and competitive application where eligible applicants submit project proposals and all proposals meeting threshold requirements are reviewed and scored. Priority and scoring preferences are given to high quality projects meeting the highest needs based on income targeting and local market needs. Please see the methods of distribution for more details. This is covered under the "meeting critical local need" (above).

Applicant's ability to obligate NHTF resources

Overall project readiness is evaluated under elements of feasibility (see above). The State application review process is designed to score projects relatively higher based on the degree to which the project is positioned to proceed in a timely manner.

Applicant's ability to undertake eligible activities in timely manner

Overall development team capacity is evaluated under elements of capacity (see above). The State application review process is designed to score applications relatively higher based on the degree to which the development team has demonstrated success with similar projects. Project management's experience managing similar projects is also a scoring criteria under overall Capacity.

For rental housing, the extent to which the project has Federal, State, or local project-based rental assistance so rents are affordable to extremely low-income households
Applications including rental assistance receive points under the Need criteria (above).

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For rental housing, the duration of the units affordability period

The program design requires 30 years of affordability. The State is not currently considering affordability beyond the required 30 years.

The merits of the application in meeting the State's priority housing needs

Project must include units targeted at 30 percent or below to be eligible. Those project also including units targeted to special need population will receive scoring preference under the Need criteria (above). In addition, applicants receive points under Need (above) for green-building certification, universal design elements, exceeding accessibility (504) requirements, and access to community based services.

The extent to which application makes use of non-federal funding sources

Typically projects require multiple funding sources in order to cash flow. Applications are evaluated based on the degree to which the requested funds are needed in the project, the degree to which other funding commitments are in place, and the degree to which these funds will help to leverage other resources. Project's that leverage a diversity of resources will be given a scoring preference.

Specific scoring coring criteria are as follows:

Scoring Criteria	
Criteria	Maximum Points
Need	40
Targeting of priority special need population	3
Degree to which meets a local need for specific type of housing	5
Project location in area of relatively low vacancy rates/high demand	5
Project in area with access to jobs/transportation	5
Degree to which the project will have rent subsidies	5
Degree to which project has access to services/ service coordination	3
Green-built (third party certified)	3
Project meets or exceed accessibility requirements	3
To what degree is the funding needed in the project	3
Request for NHTF*	5
Feasibility	30
Degree to which Uniform Relocation Act requirements are addressed?	5
Degree to which project is free of logistical impediments	5
In position to meet immediate and long-term compliance	5
Reasonableness of project timeline	5
Degree to which project will leverage other resources	5
Degree to which other financing components are in place	5
Capacity	30
Development team prior experience	10
Property management experience	5
Financial soundness of key partner	5

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Compliance/performance history of key partners

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Request for NHTF*

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**Please note NHTF will be allocated through a consolidated application process used to allocate HOME and State Housing Trust Fund (VAHTF) resources. There are an additional five points under Needs awarded to HOME requests in HOME non-entitlement areas and an additional five points awarded to HOME requests for CHDO projects.*

Recipient Application Requirements

Will the State require that all recipient applications contain a description of the eligible activities to be conducted with NHTF resources as required in § 91.200 –Eligible activities?

Yes ☒ [X]

No ☐ []

Will the State require that each eligible recipient certify that housing assisted with NHTF resources will comply with NTHF requirements?

Yes ☒ [X]

No ☐ []

Performance Goals and Benchmarks - § 91.320 (k) (5) (iii)

The plan must include performance goals and benchmarks against which the State will measure its progress, consistent with the State's goals established at § 91. 315(b)(2). To comply with this requirement, the State will include NHTF housing goals in the housing table on SP 45 (Goals) and AP 20 (Goals and Objectives) screens of the eCon Planning Suite in IDIS.

The goals and objectives have been completed to include the NHTF resource has been completed. Please see page nine of this document for the 2016 – 2017 (year 4 of a five year Consolidated Plan) goal. It is anticipated that 2017 – 2018 funding levels, goals, and objectives to be consistent with those proposed for the 2016 – 2017 Action Plan.

Other Requirements

Maximum Per-unit Development Subsidy Amount- § 91.320(k)(5) and § 93.300(a)
The State must establish its own maximum limitations on the total amount of HTF funds that can be invested per-unit for development of non-luxury housing. The limits must be reasonable, based on actual costs, and adjusted for the number of bedrooms and geographic location of the project. The State may choose to develop its own limits or adopt limits used in other federal programs such as HOME or Low-Income Housing Tax Credit and must submit them with its HTF allocation plan. The State must submit a description of how the HTF maximum per-unit development subsidy amounts were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements.

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Indicate below what maximum per-unit development subsidy limits the State will use for its FY 2016 HTF program.

☐ State developed its own maximum per-unit development subsidy limits and the limits are attached.

☒ State adopted limits used in other federal programs and the limits are attached.

The maximum per-unit subsidy limits for the NHTF will be set at HUD's applicable limits for the HOME program. These will be applied statewide and are adjusted by the number of bedrooms per unit. These limits are currently as follows:

Maximum Subsidy Limits	
0-Bedroom	\$140,107
1-Bedroom	\$160,615
2-Bedroom	\$195,304
3-Bedroom	\$252,662
4+-Bedroom	\$277,344

The decision to use the HOME subsidy limits and apply them statewide is based on an analysis of actual development costs for properties in Virginia where there was little variation in average project costs during 2010- 2015 across the state's counties.

Please note that in addition to the subsidy limit, DHCD also applies a subsidy layering analysis to assure that the level of subsidy does not exceed the actual allow development costs of the unit, that the costs are reasonable and in line with similar projects across the state, the developer is not receiving excessive profit, and that the NHTF funding does not exceed the amount necessary for the project to be successful for the required 30-year affordability period.

While the Virginia does not include any geographic priorities for funding. Funding requests are evaluated based on local needs/demand relative to all applications submitted for review.

Rehabilitation Standards - § 91.320(k)(5)(iv) and § 93.301(b)

If the State intends to use its HTF funds for housing being rehabilitated, it must establish rehabilitation standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion in accordance with § 93.301(b). The standards must provide enough details on what work is required, how that work should be performed and what materials should be used. The State's standards may refer to applicable codes or may establish requirements that exceed the minimum requirements of the codes. At a minimum, the rehabilitation standards must address:

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- Health and safety;
- Major systems;
- Lead-Based Paint;
- Accessibility;
- Disaster Mitigation;
- State and local Codes, Ordinances, and Zoning Requirements; and
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to HTF-assisted housing.

Indicate below if the State will use HTF funds for rehabilitation of housing.

☒ [X] The State plans to use HTF funds for the rehabilitation of housing and has attached its rehabilitation standards.

☐ [] The State will not use HTF funds for rehabilitation of housing.

Please note, that revised rehabilitation standards have been attached this plan.

Resale and/or Recapture Provisions- § 91.320(k)(5)(v) and § 93.304(f)

If the State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale or recapture and obtain HUD specific, written approval, as required in §93.304(f). Approval of the consolidated plan or annual action plan under § 91.500 or the failure to disapprove the consolidated plan or annual action plan does not satisfy the requirement for specific HUD approval for resale or recapture guidelines. Indicate below if the State intends to use HTF funds for first-time homebuyers.

☐ [] The State will use HTF funds to assist first-time homebuyers and has attached the applicable resale/recapture provisions.

☒ [X] The State will not use HTF funds to assist first-time homebuyers.

HTF Affordable Homeownership Limits- § 91.320(k)(5)(vi) and § 93.305

HTF funds may only be invested for the provision of modest housing for homeownership. This means the housing has a purchase price for the type of single family housing that does not exceed 95 percent of the median purchase price for the area for newly constructed or standard housing. If the State plans to use HTF funds for homebuyer assistance, and does not use the HTF affordable homeownership limits established by HUD, it must determine 95 percent of the median purchase price for single family housing for designated areas across the State. If the State will determine its own affordable homeownership limits, it must determine the limits using the methodology described in § 93.305(a)(2).

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Indicate below if the State will use HTF funds for homeownership housing and what affordable homeownership limits it will use.

☐ The State will use HTF funds for homeownership housing and will use the HUD issued limits.

☐ The State will use HTF funds for homeownership housing and has determined its own affordable homeownership limits and the limits are attached.

☒ The State will not use HTF funds for homeownership housing.

State Limited Beneficiaries or Preferences- § 91.320(k)(5)(vii)

The State may limit the beneficiaries or give preferences to a particular segment of the extremely low-income population only if described in the action plan. Any limitation or preference must not violate non-discrimination requirements at § 93.350 and the State must not limit or give preferences to students. The State may also allow rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3), only if such limitation or preference is described in the action plan.

Indicate below if the State will limit beneficiaries or give preferences to a particular segment of the extremely low-income population.

☒ The State will limit beneficiaries and/or give preferences to special need populations of the extremely low-income population. Special need populations have also been identified in the action plan.

☐ The State will not limit beneficiaries and/or give preferences to any segments of the extremely low-income population.

Refinancing of Existing Debt- § 91.320(k)(5)(viii) and § 93.201(b)

If the State will use HTF funds for refinancing of existing debt, it must establish refinancing guidelines and include them in its consolidated plan. The State's refinancing guidelines must describe the conditions under which it will refinance existing debt. At a minimum, the guidelines must demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. Refinancing of existing debt is only eligible if it is necessary to reduce the overall housing costs and to make the housing more affordable.

Indicate below if the State will permit the refinancing of existing debt.

☐ The State will permit the refinancing of existing debt and the conditions under which the State will refinance existing debt are attached.

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[X] The State will not permit the refinancing of existing debt.

DHCD will accept written comments through the close of business on August 5, 2016 at the following address:

Virginia Department of Housing and Community Development
Attention: Lyndsi Austin
Main Street Centre
600 East Main Street, Suite 300
Richmond, Virginia 23219

Comments may also be sent through email at: lyndsi.austin@dhcd.virginia.gov

Written Comments and DHCD Response

DHCD received five sets of written comments on the substantial amendment including the National Housing Trust Fund (NHTF). The following is DHCD response followed by comments received.

Alignment of Applications and Other Funding Sources

DHCD will implement a consolidated application that will leverage the existing Affordable and Special Needs Housing (ASNH) application process to allocate HOME, State Housing Trust Funds, and National Housing Trust funds.

Allow Operating Assistance

Operating assistance will not be allowable for the 2016 – 2017 program year due to the relatively low funding level of the program and the lack of guidance from HUD related to the administration of operating assistance within the scope of the NHTF program. DHCD will re-consider including operating assistance for the 2017 – 2018 program year.

Development/Capital Subsidy Only

Virginia's 2016 – 2017 NHTF will provide development/capital subsidy in the form of low-interest deferred principle loans to projects selected through a competitive application process.

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Allow Layering of Multiple Resources

Typically affordable housing projects, especially those targeting 30 percent or below AMI require multiple resources. Projects will receive scoring preference where local and other resources are leveraged.

Only Exemplary Projects

The application review process is structured to select those projects based on the following criteria: project readiness, developer experience, developer financial capacity, and the project's ability to be critical local needs.

Target to Special Needs Populations

DHCD received comments that ranged from suggesting that 100 percent of the funds be targeted to special needs populations to comments recommending that the focus be solely those at or below 30 percent or below AMI.

Based on comments, needs assessments, HUD regulations, and policy priorities, all of the projects and assisted units will target 30 percent or below AMI and at least half of these units will be targeted to special need population including intellectual and development disabilities, physical and sensory disabilities, serious mental illness, and or chronic homelessness. This includes a preference for units targeted to the Department of Justice (DOJ) Settlement population. All new construction must include universal design elements and projects that exceed Section 504 requirements will receive scoring preference.

Rents Affordable to Extremely Low-Income Renters

DHCD will provide a preference for projects that make units affordable to those at or below 30 percent AMI. This includes a preference for projects with dedicated rent subsidies (assistance).

Communities of Opportunity

DHCD will require that all applicants include a site and neighborhood standards assessment, assessing the neighborhood and the impact the project will have on deconcentrating racial/ethnic minorities and poverty. While this does not include a quantitative scoring incentive for projects located in communities of opportunity, DHCD will continue to explore options for including a scoring preference in future applications rounds.

Do Not Fund Homebuyer Projects

Funding levels and local market demand do not support homebuyer development at the required 30 percent or below AMI at this time. DHCD will re-evaluate the possibility of allowing homebuyer development for the 2017 – 2018 program year.

Include Department of Behavioral Health and Development Services (DBHDS) Staff in Application Reviews

DHCD will consult as needed with DBHDS on proposed projects.

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Reduce Unit Costs and Increase Number of Assisted Units

Based on assisting an estimated 3 projects (30 units) the average amount per unit would be less than \$100,000. This is well under the HUD subsidy limits for the HOME program and could be significantly less than \$100,000 as the actual number of projects and units will vary based on applications received and the local markets where these projects are located.

The projection of three projects (30 units) is based conservatively on applications funded through the Affordable and Special Needs Housing program. DHCD will apply a scoring preference favoring projects leveraging other resources. DHCD anticipates that highly leveraged projects may result in an overall higher number of assisted units.

Energy Efficiency

VAHCDO encourages DHCD to prioritize projects that have efficiency standards that will reduce the rental costs and increase long-term affordability.

The project selection process will give scoring preference to those projects that will be third-party certified as meeting this standard.

The following was submitted by the Virginia Housing Alliance, which coordinated a National Housing Trust Fund Input Session held on June 16, 2016.

NHTF Pre-Luncheon Input Notes 6.16.16

- Will NHTF funds be used to make tax credit units affordable without vouchers?
 - DHCD hopes this may be possible
- Will NHTF application line up with TC application?
 - DHCD is working toward this but timing + application deadline are tricky

Prioritization of selection criteria:

- Affordability under 30% AMI is going to be impossible without operating assistance
- Length of affordability should be 30 years – standard
- Geographic diversity should not be highly prioritized, as limited amount will mean so few projects
- Federal assistance will be necessary, don't penalize projects for this
- Funding rehab of existing units (in RAD or CNI) may be a good fit for NHTF \$\$
- Preference for projects with donation of land or other local resources
- Consider combination/layering with PSH funds & auxiliary funds
- Making sure projects are exemplary
 - Experienced developer

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- Priority needs

Types of projects + areas of greatest need:

- PSH
- Considering having some operating assistance set-asides
- DOJ populations
- Use these funds to add a few ELI units to a tax credit development (DHCD> this would trigger more fed. Regulations)
- Senior housing (SSI population < 15% AMI)
- Don't get hung up on HUD requirement overhang
 - Strong projects should already meet many of these requirements

Homeownership assistance:

- This money should not *ever* go towards rental assistance
- **Clarification:** only 1st time owners would be eligible
- Homeownership would only work with ownership vouchers

Application alignment:

- Yes- align with home application period
 - Create a singular application
 - This allows for more thorough consideration of project + applicant merits
- Have a single application
 - More rigorous consideration of what projects can sustain (fed vs. state overhang requirements)

Priority populations:

- Have a single application that gives merit to project merit not population served
- NHTF funds could be used to target a particular population if state determines the need exists to address needs of certain populations (veterans, chronically homeless)
- Targeting populations can risk overemphasizing certain groups and certain solutions
- Virginia can't use these funds to avoid use of state funds
- Green building standards?
 - Are always part of DHCD funded projects
- ELI vs. poverty line rent setting
 - Ed > renters must be ELI, but rents can be set at 30% of poverty level, which in 84% of FMRs would mean cost burden on renter
 - Determination of poverty line & determination of ELI require different processes + these differences have varying impact for communities & renters

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July 21, 2016
Lyndsi Austin
Virginia Department of Housing and Community Development
600 E Main Street
Richmond, VA 2321

Re: Comments on the Virginia Allocation Plan for National Housing Trust Funds

Dear Ms. Austin,

The Northern Virginia Affordable Housing Alliance, as a convener of housing and community development organizations, is writing to provide comments regarding Virginia's \$3.1 million allocation of the National Housing Trust Fund (NHTF) dollars. We ask that the Department of Housing and Community (DHCD) considers the following recommendations, developed collaboratively, for the state's NHTF allocation plan:

Align NHTF with the state housing trust fund application. DHCD has done an excellent job of administering the state's housing trust fund dollars which are coordinated with other state programs including LIHTC. Using the same portal for NHTF funding would promote an efficient and user-friendly process. While the legislation that created the fund did envision a process similar to the HOME program, not everyone applying for NHTF funds will use HOME funding, so we believe aligning with the state's housing trust fund portal and process is a better choice.

Maintain the goal of the NHTF by focusing on extremely low income households. There has been discussion of serving persons with intellectual and/or developmental disabilities with this funding. While this is a worthy objective, we feel that based on the inherent challenges of providing housing for those earning less than 30% of AMI, the additional requirements for ID/DD and the need for extensive services is restrictive and costly. Applicants may choose to serve this population, but it should not be a requirement to receive funding.

Using NHTF funds for capital not rental subsidy. The goal of the NHTF is to expand the supply of rental housing affordable to extremely low income households. We believe, and the language in the regulations strongly supports the directive that this funding be used for capital for new construction or preservation. There have however been public comments requesting that NHTF funding be used for rental subsidies. While rental subsidies in the form of vouchers or other local assistance will certainly be needed to cover expenses, we do not believe that the intent of the fund was to be a source of rental subsidy for existing units.

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Virginia's National Housing Trust Fund Allocation Plan
September 19, 2016

We appreciate the opportunity to participate in the public comment process, and we look forward to receiving the state's draft allocation plan. Working together with other interested parties in the Commonwealth, we are grateful for both the state and national trust fund dollars that provide the critical resources to preserve and build housing for extremely low income households.

Sincerely,

AHC, Inc., Walter Webdale, CEO

Alexandria Housing Development Corporation, Jon Frederick Executive Director (Alexandria)

Arlington Partnership for Affordable Housing, Nina Janopaul, CEO (Arlington)

Carpenter's Shelter, Shannon Steene, Executive Director (Alexandria)

Coalition for Smarter Growth, Stewart Schwartz, Executive Director (regional)

Conrad Egan, national housing advocate and NVAHA Board member

Cornerstones, Inc., Michael Scheurer, VP Housing and Community Development (Reston)

Culpepper Gardens, Linda Kelleher, Executive Director

Good Shepherd Housing and Family Services, David Levine, CEO

Habitat for Humanity Northern Virginia, Jon Smoot, Executive Director (regional)

New Hope Housing, Pam Michell, Executive Director (regional)

Northern Virginia Affordable Housing Alliance, Michelle Krockner, Executive Director

Rebuilding Together Alexandria, Katharine Dixon, CEO (Alexandria)

Wesley Housing Development Corporation, Shelley Murphy, CEO (regional)

Thank you for the opportunity to provide DBHDS' input in the development of the allocation plan for Virginia's National Housing Trust Fund. Staff here from our Developmental Services, Behavioral Health, and Recovery Services Divisions/Offices met together and discussed this exciting opportunity.

DBHDS requests that DHCD consider:

- Directing the full expenditure of \$3.1 M in NHTF dollars for supportive housing (e.g., integrated, independent housing with appropriate supports and permanent supportive housing) for people with disabilities (Developmental Disability, Serious Mental Illness, and/or Substance Use Disorders).
- Providing a preference for projects that house individuals that are transitioning from the least integrated setting(s) or literal homelessness and in the target populations referenced above.
- Allowing DBHDS designated staff to participate in the application review process for the use of these funds.
- Using 30% of the NHTF dollars for Operating Cost Assistance for projects serving target populations outlined above.

Thank you for your consideration, and please let us know of any future opportunities to inform the development of your plan.

Grantee Unique Appendices

Virginia Department of Housing and Community Development Housing Trust Fund (HTF) Rehabilitation Standards

I. PURPOSE OF STANDARDS

- A. All states must establish rehabilitation standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion, pursuant to the HTF implementing regulations at [24 CFR 93.301\(b\)](#). If a State intends to use its HTF funds for housing being rehabilitated, it must submit its standards to HUD as part of its HTF allocation plan. The requirements found at 24 CFR 93.301(b) outline the need to have rehabilitation standards that describe rehabilitation in enough detail on what work is required and how the work should be performed. The standards submitted to HUD must also contain sufficient detail to determine the rehabilitation work required in a project and the methods and materials to be used.
- B. The National and State Housing Trust Fund Rehabilitation Standards (known herein as the “HTF Standards”) are designed to outline the requirements for building rehabilitation for all DHCD funded HTF multi-family housing projects, and are application to all DHCD HTF and HOME-funded rehabilitation projects. The Standards, though a requirement specifically to the development entity in direct receipt of DHCD funding, are written to provide guidance to all relevant members of a project development team.
- C. The goal of the HTF program is to provide functional, safe, affordable and durable housing that meets the needs of the tenants and communities in which the housing is located. The purpose of the HTF Standards is to ensure that property rehabilitation puts each building in the best possible position to meet this goal over its extended life and that, at a minimum, all health and safety deficiencies are addressed.
- D. Note: The adopted codes referenced in this document are believed to be those in for
- E. ce. As standards and codes change and are put into effect by the governing authorities having jurisdiction, the new standards and codes will apply in lieu of those referenced.

II. STATE AND LOCAL CODES, ORDINANCES, AND ZONING REQUIREMENTS COMPLIANCE

- A. All work undertaken in accordance with these standards shall comply with all applicable commonwealth of Virginia state and local codes, ordinances, and zoning requirements. A copy of the updated Virginia State Codes is located at: <http://www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html>.
- B. The Virginia Uniform Statewide Building Code (USBC) contains the building regulations that must be complied with when constructing a new building, structure, or an addition to an existing building. They must also be used when maintaining or repairing an existing building or renovating or changing the use of a building or structure.
- C. The USBC is comprised of three parts known as:
 - [2012 Virginia Construction Code \(USBC, Part I\)](#)
 - [2012 Virginia Rehabilitation Code \(USBC, Part II\)](#)

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- [2012 Virginia Maintenance Code \(USBC, Part III\)](#)
- [2012 Errata to the Virginia Building and Fire Regulations](#)

*2012 (EFFECTIVE JULY 14, 2014)

- D. All grantees, developers, contractors and designed professionals who engage in contracting on DHCD funded HTF activities in the commonwealth of Virginia must be properly licensed or certified through the Virginia Department of Professional and Occupational Regulation (DPOR). In addition, the HTF grantee must demonstrate compliance with all state and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods.
- E. All Project Design Professionals associated with the project must be properly licensed or certified Virginia DPOR.
- F. The project developer will formally contract with licensed architectural and engineering design professionals to provide appropriate professional services for each project. It is the responsibility of each licensed professional to assure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable Federal, State and local codes.
- G. In addition, the architect or engineer will provide contract specifications which stipulate quality standards, materials choices and installation methods and standards. Such specifications may reference other appropriate standards set by different trades associations and testing agencies such as ASTM, Underwriters Laboratory (UL), Tile Council of America, Gypsum National Roofing Contractors Association (NRCA) Architectural Woodwork Institute, SMACNA, ASTM, AFME, etc.
- H. Warranties shall be required per the standard construction contracts on all materials, equipment and workmanship.

III HEALTH AND SAFETY

- A. If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See the attached listing (Attachment I) of Inspectable Items and Observable Deficiencies, including the identification of life-threatening deficiencies for the property site, building exterior, building systems, common areas, and units.
- B. Energy related health and safety actions are those actions necessary to maintain the physical well-being of the occupants.
- C. ASHRAE 62.2 ventilation standard is required (where applicable).
- D. All grantees, developers, contractors must address potential life threatening deficiencies as well as educate clients on any potential dangers existing in their housing unit if the housing is occupied at the time of rehabilitation. Potential life threatening deficiencies and common client education topics include, but are not limited to:
 - 1) Combustion—if a heating system is present that requires combustion air, the client must be educated on the importance of keeping combustion air vents free and uncovered. Clients must also be informed if there are unsafe conditions that are discovered during the combustion appliance testing and be instructed not to operate it until it is repaired or replaced. All conditions must be corrected by the property rehabilitation activities.
 - 2) Smoke and Carbon Monoxide Detectors—clients should be shown how to test and replace the

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batteries.

- 3) Unvented Space Heaters – unvented space heaters should be removed whenever possible. Clients should be educated on the dangers of fuel-fired unvented space heater.
- 4) Materials testing positive or assumed to contain asbestos should be identified and revealed to the client. Further instruction must be given on how to avoid disturbing such material, especially when it is friable.
- 5) Moisture and mold – clients should be instructed on how to remove excess moisture from the dwelling (e.g., exhaust fans when taking showers or cooking).
- 6) Power supply inspections, repair, or upgrades
- 7) Inspection for gas leaks
- 8) Inspection for adequate combustion air for combustion heating appliances
- 9) Draft and pressure tests for combustion appliances
- 10) Inspection of vent systems, to include the chimney
- 11) Inspection for adequate clearance from combustibles
- 12) Inspection of safety controls on combustion appliances

E. Existing Client Health Problems – If the housing is occupied at the time of rehabilitation all grantees, developers, contractors are required to ask clients if there are existing health problems that may impact the services that can be provided and evaluate the potential to aggravate pre-existing health conditions. These problems will be documented and care will be taken to avoid exacerbating the problem.

F. A health and safety inspection must be completed as part of the Energy Audit (when conducted) or prior to re-occupancy of any after-rehab unit. The inspection may include, but is not limited to, the following:

- 1) Blower door testing for minimum ventilation rates (mvr) inspection and testing for unacceptable levels of carbon monoxide in the flue and ambient areas

G. All federal, state and local rules, regulations, and guidelines are applicable to all grantees, developers, contractors. This includes health and safety rules and regulations as mandated by the federal Occupational Safety and Health Administration (OSHA) as well as by the Virginia Department of Labor and Industry (DOLI) and the Virginia Occupational Safety and Health (VOSH).

H. Health and safety practices apply to motor vehicle operation in addition to actual rehabilitation activities. Unauthorized drivers or untrained equipment operators can imperil a contractor's licensing.

I. Tools and equipment should be properly used, maintained, and stored. Vehicles should receive regular care and maintenance. Proper documentation regarding warranties, routine maintenance records, repairs, etc. is a critical aspect of acceptable safety practices.

J. Work must be done in such a manner as to protect workers and clients as much as possible.

IV. DISASTER MITIGATION

- A. To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.
- B. Specifically regarding flood hazards, the most relevant potential natural disaster for the commonwealth of Virginia:
 - Projects shall meet FEMA federal regulation, and HUDs' floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20.
 - Projects shall meet fluvial erosion prevention requirements per local municipality codes, regulations or ordinances.

V. UNIFORM PHYSICAL CONDITION STANDARDS (UPCS)

- A. These HTF Rehab Standards are designed to meet or exceed the HUD's Uniform Physical Condition Standards (UPCS), and ensure that upon completion, the HTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in [24 CFR 5.703](#).
- B. The attached standards (Attachment I) are based on the UPCS Inspectable Items and Observable Deficiencies for the site, building exterior, building systems (multifamily housing only), common areas (multifamily housing only), and units. At a minimum the rehabilitation standards identify the type and degree of deficiency that must be addressed.
- C. Deficiencies highlighted with an asterisk in Attachment I are considered life-threatening under these Standards and must be addressed immediately, if the housing is occupied.

VI. SCOPE OF WORK DETERMINATION

- A. In developing scopes of work, grantees and developers must ensure that all requirements under the HTF Standards are satisfied and that the proposed scope of work meets the goals of these rehab standards. DHCD reserves the right to deny or request revision to proposed or existing scopes of work in accordance with HTF and/or other multifamily program standards practice as part of its project underwriting guidelines and/or HTF or other multifamily loan or grant conditions.

VII. CAPITAL NEEDS ASSESSMENTS (CNA)

- A. For multifamily rental housing projects of 26 or more total units, the developer or grantee must determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project through a Capital Needs Assessment of the project.
- B. The industry standard period for Capital Needs Assessments is 20 years. In developing scopes of work on housing rehabilitation projects developers and grantees shall consider the remaining expected useful life (based on the age and condition of the property) of all building components with regard to building long-term sustainability and performance. Each building component with a remaining expected useful life of less than the applicable period of affordability (minimum 30 years for NHTF) shall be considered for replacement, repair or otherwise addressed and/or updated. New building components with an expected useful life of less than 30 years shall be considered for future replacement.
- C. However, for projects to be considered under the HTF requirements, the CNA must have a proposed process to review and update the CNA during the life of the project to ensure projected capital needs through the 30-year HTF affordability period are anticipated and planned for. The grantee must develop a CNA plan for review by DHCD.
- D. Whether or not a particular building component has been replaced, repaired or otherwise updated as part of the rehabilitation scope of work, all building components and major systems must demonstrate adequate funding to be viable for at least 20 years, with a plan that outlines how adequate funding will be available for years 21 through 30.
- E. Annual replacement reserves contributions of at least \$300 per unit required through the 30-year affordability period.

- F. Grantees and their development teams should ensure that all building components are analyzed as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way which maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available
- G. In the case of homebuyer rehabilitation, upon completion each of the major systems shall have a minimum useful life of no less than 5 years or the major systems must be rehabilitated or replaced as part of the rehabilitation work.

VIII. LEAD-BASED PAINT

- A. All work undertaken in accordance with these standards shall comply with the Lead Safe Housing Rule (LSHR) at 24 CFR Part 35, implementing Title X of the 1992 Housing and Community Development Act for HOME and HTF funded housing programs. This regulation has been in effect since September 15, 2000. The lead-based paint regulation at 24 CFR Part 35 consolidates all lead-based paint requirements for HUD-assisted housing.
- B. All work undertaken in accordance with these standards shall comply with all applicable laws and codes of the commonwealth of Virginia, and local codes, ordinances, and zoning requirements that require compliance with the lead-based paint requirements found at 24 CFR part 35.
- C. Lead-based paint (LBP) requirements exist to protect vulnerable families from potential health hazards. As agencies that provide assistance to and work closely with disadvantaged populations, VA DHCD loan HTF recipients are in a good position to ensure that LBP requirements are implemented as intended and help ensure the safety and well-being of their clients.
- D. Compliance with the Lead Safe Housing Policies and Procedures promulgated by the Virginia Department of Professional and Occupational Regulation (DPOR) and DHCD is required. A copy of the DHCD Lead Safe Housing Policies and Procedures can be found at <http://www.dhcd.virginia.gov/images/Housing/Lead-Safe-Housing-Rule-Procedures.pdf>.

IX. ACCESSIBILITY

- A. All work undertaken in accordance with these standards shall comply with all applicable laws and codes of the commonwealth of Virginia, and local codes, ordinances, and zoning requirements that require compliance with the accessibility requirements in 24 CFR part 8, which implements section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)), and Titles II and III of the Americans with Disabilities Act ([42 U.S.C. 12131-12189](#)) implemented at 28 CFR parts 35 and 36, as applicable.
- B. "Covered multifamily dwellings," as defined at 24 CFR [100.201](#), must also meet the design and construction requirements at 24 CFR [100.205](#), which implements the Fair Housing Act ([42 U.S.C. 3601-3619](#)). Rehabilitation may include improvements that are not required by regulation or statute that permit use by a person with disabilities.
- C. Multifamily rental projects of fifteen units or more that undergo "substantial alterations" must also comply with Section 504's accessibility requirements. Rehabilitation activities are considered

“substantial alterations” when the costs of rehabilitation will be 75 percent or more of the replacement cost of the completed facility.

- D. For these projects, the common spaces must be made accessible as well as the same number of units required for new construction:
 - A minimum of 5 percent of the dwelling units in the project (but not less than one unit) must be accessible to individuals with mobility impairments.
 - An additional 2 percent, at a minimum (but not less than one unit), must be accessible to individuals with sensory impairments.
- E. For rehabilitation of multifamily rental projects that do not meet the definition of substantial alterations, the alterations that are made must, to the maximum extent feasible, make the dwelling units accessible to and usable by individuals with mobility impairments.
- F. If alterations of single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, then the entire dwelling unit shall be made accessible to persons with mobility impairments. (This would include alterations that involve certain kitchen and bathroom renovations, as well as entrance door jamb replacements.)
- G. Alterations to common spaces must make those areas accessible, to the maximum extent feasible.
- H. When a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to people with mobility impairments, no additional units are required to be made accessible. For this category of rehabilitation, there is no requirement to make any units accessible to individuals with sensory impairments.
- I. A copy of the DHCD Section 504 Procedures can be found at <http://www.dhcd.virginia.gov/images/Housing/Section-504-Manual.pdf>.

X. ENERGY EFFICIENCY

- A. All HTF project must present, both in the design and implementation of the project rehabilitation scope of work, shall place a particular emphasis to maximize the effectiveness of the energy efficiency in the work scope. Scoring preferences will be given to projects that will be VA Earthcraft or LEED certified.
- B. All applicants must provide a detailed description of all special features that will be included in the development. Preference will be given to projects that incorporate universal design concepts, Green-Build, LEED Certified, and/or VA Earthcraft Certification into the project. At a minimum all applications must meet the DHCD Green-Building and Energy Efficiency Credit List for Residential Rehab Construction Projects found at <http://www.dhcd.virginia.gov/index.php/housing-programs-and-assistance/housing-development/affordable-and-special-needs-housing-program-asnh/home-funds.html>. The Credit List is based on the requirements of the 2009 International Energy or Related Codes.

XI. REHABILITATION CONSTRUCTION STANDARDS AND MAJOR SYSTEMS

- A. Major systems as identified in these standards are: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and

air conditioning.

SITE CONDITIONS MUST MEET THE FOLLOWING CRITERIA:

- 1) Identify areas that require grading to drain water away from buildings and areas where adjoining grades are higher than finished floor of buildings:
 - a. Provide a minimum distance of 6 inches between bottom of siding and finished grade or mulch beds.
 - b. Provide a minimum of 5% slope away from foundation walls, up to a minimum distance of 10 feet.
 - c. Provide alternate solutions acceptable to DHCD when required grades, slopes, or other site conditions make the above requirements infeasible.
- 2) Provide seamless gutters and downspouts for all buildings. When discharging on grades steeper than 20%, or less than 1%, water from gutters and downspouts is to be piped underground to a storm sewer system, or to daylight at grades that will avoid soil erosion. Avoid water drainage over sidewalks.
- 3) Extend concrete dumpster pads at least 12 feet into the asphalt so that the load bearing wheels of trucks rest on concrete while emptying the dumpsters.
 - a. Thickness of concrete is to be a minimum of 6 inches with reinforcement.
 - b. Dumpsters and/or compactors are to meet accessibility requirements, if accessible units are provided.
 - c. Install a privacy screen on at least three sides of all dumpster and/or compactor pads.
- 4) Concrete that is cracked, crumbling, spalling, heaving or settling, or may be a safety issue is to be repaired or replaced. Provide a solution acceptable to DHCD if any of these conditions exist.
- 5) When installing new sidewalks, minimum width of sidewalks is to be 3 feet. Sidewalks that are located perpendicular to parking spaces are to be a minimum of 5 feet wide or 3 feet wide with 2 feet of space between the sidewalks and curbs.
- 6) Asphalt that has cracking, alligating, or a deteriorating sub-base is to be repaired or replaced. Provide a solution acceptable to DHCD if any of these conditions exist.
- 7) Video all sewer lines connecting buildings with the public sewer if lines are constructed of cast iron, galvanized piping, terra cotta or clay. Repair or replace all corroded, damaged, or settled underground sewer lines. Provide report of video findings to DHCD and include repair/replacement costs.
- 8) Remove all dead bushes, trees, tree-stumps, and their above-ground roots. Remove all portions of tree branches that overhang roofs and all branches that come within 10 feet of roofs.
- 9) Finish grade, seed, and landscape all barren and disturbed areas. Grade to avoid standing water. Provide a smoothly graded transition from disturbed to undisturbed areas. All seeded areas which are barren and/or have dead grass are to be tilled, fertilized, and seeded to have established grass. Provide ground cover materials or sod for slopes steeper than 20%. Provide foundation plantings in the front all buildings. Clean site and dispose of all construction debris.

ARCHITECTURAL

- 1) Install waterproofing up to finished grades for all perimeter walls of finished and unfinished spaces which are below grade and where evidence of water, moisture, or mildew is present. Waterproofing may be installed on the exterior or interior sides of the wall. The waterproofing system is to have a minimum 10-year manufacturer's warranty.

- 2) All debris and wood are to be cleaned from crawl spaces.
 - a. Install sump pump or drain tile discharging to daylight for any area accumulating water.
 - b. Install a minimum 6 mil vapor barrier, with a 12-inch overlap and taped seams, on floor of crawl spaces and provide adequate crawl space ventilation.
- 3) Remove all abandoned and non-operable equipment, devices and accessories. DHCD may approve abandoned material that is secured, sealed and concealed.
- 4) Structural deficiencies are to be identified and corrected. If requested by DHCD, corrective measures to be designed, inspected, and certified by a structural engineer.
- 5) Install minimum of R-19 insulation in unconditioned crawl spaces and unheated basements and R-38 insulation in attics.
- 6) When replacing drywall at an exterior wall or replacing exterior sheathing, provide wall insulation at affected areas per the latest adopted edition of the International Energy Conservation Code.
- 7) Roof inspection reports are required for all roofs more than 5 years old. Report to include age and remaining life of roofs and areas that need repairs. Replace all roofs with a remaining life of less than 5 years. Repair or replace all roofs with damage or leaks. When replacing roofs:
 - a. Repair or replace all damaged sheathing, rafters, and/or trusses.
 - b. Replace all 3/8 inch sheathing with a minimum of 15/32-inch plywood or 15/32 inch OSB. Install sheathing with clips. ZIP System roof sheathing or similar products are not accepted.
 - c. Replace all existing attic vents and pipe collars. Replace rusted or damaged flashing. Replace all existing sealant.
 - d. Roof shingles are to be a minimum 25 years, anti-fungal product, and are to be nailed (not stapled). Do not install new shingles over existing shingles. Replace existing ridge vents.
 - e. Install drip edge on all sides of the roof.
 - f. Install ice barrier extending from eave's edge to a point 24 inches inside the exterior wall of buildings.
 - g. Provide roof ventilation per the latest USBC for new construction.
- 8) When replacing flat roofs, remove and dispose of existing roofing, wet insulation, damaged vents and other items not in good condition. Provide a minimum R-25 continuous insulation above the roof deck or provide a minimum R-38 insulation in the attic space. New roofing is to have a minimum 20-year manufacturer's warranty.
- 9) Stairs to apartment buildings, where stair halls are not enclosed and have weather damage to existing stairs, are to be protected by design features. Install awnings, a roof overhang at the second floor level, or a roof at the stair hall entrance. Provide a minimum overhang of 5 feet from first tread. All similar buildings in a development are to have similar design features. Historic buildings may be exempt.
- 10) Exterior wood such as trim, fascia, rake boards, and columns is to be clad with vinyl, vinyl coated aluminum, or similar materials. Use materials designed for cladding with a minimum thickness of 0.019 inch or thicker and provide a stiffening crimp when trim and fascia boards are more than 8 inches wide. Replace all damaged wood prior to cladding. DHCD recommends the use of composite/manufactured materials instead of wood for exterior use. Exceptions may be considered for historic buildings.
- 11) Use vinyl, aluminum, or steel for railings, handrails, guard rails, posts and pickets instead of wood. Provide a minimum 10-year warranty for paint/finishes on steel products. Steel is to be primed and painted prior to placement in concrete.
- 12) When replacing siding new siding is to have solid backing of plywood, OSB, gypsum, structural insulated sheathing, or similar material. Siding is to be installed over an appropriate drainage

plane, such as Tyvek® or equal.

EXCEPTION: ZIP System wall type sheathing or similar materials may be used, provided the following conditions are met:

- Store products to meet manufacturer's requirements.
 - Installation:
 - Architect to provide approved flashing details prior to installation of windows and doors.
 - Tape all joints with manufacturer approved products so that all joints are water tight. Install tape using ZIP System tape gun or roller.
 - All penetrations, including fasteners, which break the surface of the integral drainage plane, must be sealed with a manufacturer's approved product
 - When weather conditions warrant, follow manufacturer's requirements for inclement weather installation and storage.
 - Manufacturer's representative to review and approve the final installation to confirm all manufacturers' requirements are met prior to the installation of the exterior cladding. Documented acceptance of ZIP System installation is required.
 - Do not install new siding over materials such as vinyl siding, Thermo-ply®, or other flexible materials.
 - Material such as T1-11, wood siding, or hardboard lap-siding may be used as backing for new siding, provided it is in good condition.
 - Repair, replace, and re-nail all sections of damaged siding or sheathing to provide a uniform and flat surface.
 - Nail siding to studs with nails long enough to penetrate a minimum ¾ of an inch inside studs.
 - Install mounting blocks for all penetrations in siding such as electrical, plumbing, HVAC, and ductwork etc.
- 13) Repair masonry walls having cracks and/or settlement. Replace damaged brick and point-up deteriorated mortar to match existing. Replace rowlocks for window sills that do not have a slope to drain water away from building. Prime and paint all metal lintels which are corroded, or not already painted. Remove abandoned items from brick and power wash/clean exterior of buildings.
- 14) Replace single glazed windows with insulated glass in all single and multifamily dwelling units.
- a. When window replacement is not permitted in historic buildings, repair or replace existing windows and install triple track operable storm sashes, with screens, over existing single glazed windows.
 - b. When conditions make storm sashes not feasible, provide an alternative solution acceptable to DHCD.
- 15) When replacing windows and/or sliding glass doors,
- a. Provide a minimum ½ inch thick insulated glass.
 - b. Provide a minimum 10-year material warranty.
 - c. Insulating glass is to have a minimum 10-year warranty for breakage of seal.
 - d. Provide thermal break for aluminum frames.
 - e. Provide new construction windows when replacing siding.
 - f. Install and flash per manufacturer's specifications. Provide sample installation.

- 16) All windows are to have blinds, shutters, or other similar products, and sliding glass doors are to have vertical blinds. Replace all blinds that are damaged and/or do not match in color.
- 17) Repair or replace all damaged or dented exterior doors.
 - a. When replacing exterior apartment doors, except sliding glass doors, replacement doors are to be insulated fiberglass or insulated metal.
 - b. Solid core wood doors may be used where entrances are located in interior conditioned corridors.
 - c. Use fiberglass or metal doors for outside storage and mechanical closets.
 - d. Use fire rated doors for fire rated walls.
 - e. Repair/replace damaged jambs, locks, and hardware.
- 18) All entry doors to apartment units, except entry doors located in conditioned corridors, are to have weather stripping and threshold to provide a tight seal around the door and to minimize heat loss/gain due to air infiltration.
- 19) Replace all damaged Gypcrete, or similar material, floor sheathing and floor joists.
- 20) Install an area approximately 3 feet by 4 feet using materials such as VCT, sheet vinyl, hardwood flooring, or tile at the interior of all entrance doors, except for doors entered through carpeted interior hallways.
- 21) Repair or replace all damaged or mismatched flooring. On a room by room basis, all flooring must match in color and design.
- 22) Flooring such as sheet vinyl, VCT or ceramic is to be installed over minimum ¼ inch underlayment grade plywood, cementitious board, or similar underlayment material. Flooring may be installed over concrete provided concrete is finished smooth and uniform. When installed over Gypcrete, or a similar material, apply manufacturer approved sealer.
- 23) Carpets are to have a minimum number of seams. Seams are not to be located in heavy traffic areas. T-seams, except in closets, are not acceptable. Remove shoe molding/quarter-round molding before installing carpet.
- 24) Provide a pass-through opening with counter space when kitchen and dining/living areas are separated by a wall.
- 25) Interior finishes: doors, moldings, paint, and drywall.
 - a. Repairs, replacements, painting, and drywall finishes inside a specific unit are to match that unit's intended finish.
 - b. Replace all interior bi-fold, pocket, or sliding doors with side hinged doors.
 - c. Repair or replace all damaged doors and trim.
 - d. All doors, door trim, and door hardware in a unit are to match in design and finish.
 - e. Install or undercut doors a minimum of 3/4 inch clear to prevent dragging and to provide ventilation.
 - f. Paint bottoms, tops, and all other sides of new doors.
 - g. All base and base moldings in a unit are to be wood and are to match in design and finish.
- 26) Check the condition of all drywall and repair or refinish to include the following:
 - a. All repairs and refinishing of defects (including previous repairs) are to be flat and smooth.
 - b. Type and thickness of drywall to match existing.
 - c. Patch holes, repair damages, and refinish uneven, cracked, and peeling taped joints.
 - d. Re-screw drywall that has nail pops or settlement.
 - e. Replace all drywall that has mold, mildew, or signs of moisture.

- f. Paint and retexture drywall to match existing finish and color.
- g. Repair damaged or compromised draft stopping and/or fire stopping.

27) Wall mounted bathroom accessories are to be screwed to solid wood or installed with toggle bolts.

28) Replacement or repairs of tub and shower surrounds built of ceramic tile, marble, or similar materials are to be installed over minimum ½ inch cementitious board.

29) When replacing kitchen cabinets and/or bathroom vanities all new cabinets are to comply with the minimum cabinet requirements identified below:

- a. Cabinets and/or vanities that are not being replaced are to be approved by DHCD.
- b. All cabinets are to be factory/manufacture assembled.
- c. Kitchen cabinets and bathroom vanities are to abut the side walls or provide a minimum spacing of 12 inches between wall and cabinets. Wall cabinets are to abut the ceiling/soffits or provide minimum of 12 inches between cabinet and ceiling/soffits.
- d. Remove and replace all drywall that has mold. Repair or replace all damaged drywall.
- e. Holes in cabinet backs for plumbing are to be drilled, sealed, and completely covered by escutcheon plates.
- f. Kitchen wall cabinets are to be screwed to studs or blocking with a minimum of four screws; two in each upper and lower nailing strip for each wall cabinet.
- g. Plastic laminate counter tops are to be post formed or have back splashes that are factory attached to the counter top and sealed.
- h. Install a cleanable surface, such as plastic laminate, metal, or ceramic tile to the side wall next to the cooking range when it is located directly adjacent to a wall.

APPLIANCES

- a. Replace all damaged and or dented appliances and all appliances which are more than 8 years old. All kitchen appliances in an apartment unit are to match in color.
- b. Provide 30-inch-wide range in all units except studio/efficiency and one bedroom elderly apartments, which may have a minimum 20-inch-wide range. Provide range hoods or combination range hood-microwaves over the cooking ranges. Provide maximum 24-inch-wide range hood for all 20-inch-wide ranges.
- c. Dishwashers are required in all units. Provide 24-inch-wide dishwashers except for studio/efficiency apartments, which may have 18-inch-wide dishwashers.
- d. All refrigerators are to be frost free. The refrigerators are to have separate doors for freezer and refrigerator compartments. Minimum sizes of refrigerators are to be 12 cubic feet for studio/efficiency apartments, 14 cubic feet for 1 and 2 bedroom apartments, and 16 cubic feet for 4 bedroom apartments.
- e. Laundry equipment shall be installed in a closet with doors.

MECHANICAL

- A. All units are to have a Heating, Ventilation, and Air Conditioning (HVAC) system. Sizes of HVAC equipment, ducts and diffusers are to be designed per heat gain/loss calculations. All apartments are to have ducted HVAC systems with the exception as noted in #3 below.
- B. When installing a new HVAC system including, but not limited to traditional split systems, ducted mini-split or self-contained "packaged systems" (similar to Magic-Pak and First Co):
 - a. Replace both air-handlers and condensers at the same time.
 - b. R-410A refrigerant is required in all new HVAC equipment.
 - c. Verify if refrigerant lines are appropriate for new HVAC unit size and type. Lines not being replaced are to comply with all of the requirements of the manufacturer for using existing

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- lines. Submit a letter from the manufacturer that states the use of existing lines will not reduce performance and/or warranty of the heat pumps or other air conditioning systems.
 - d. Condensate and refrigerant lines not located in the mechanical closet are to be concealed within the wall, ceiling, or floor systems.
 - e. Fire-caulk all penetrations in fire partitions and ceilings.
 - f. Seal air duct penetrations in unheated spaces.
 - g. When adding and/or replacing ductwork, air supply diffusers are to be located near windows in living rooms, dens, and bedrooms.
Exception: The mechanical engineer may locate diffusers at alternate locations with DHCD's prior approval based on supporting calculations.
 - h. Provide standard size air filters.
 - i. Include the replacement of all diffusers and thermostats.
 - j. Air supply diffusers are to be located in living rooms, dens, bedrooms, kitchens, and full baths.
 - k. Replace condenser pads that are damaged. Pads are to be concrete, solid vinyl, or similar materials. Install walk pads that provide access to all roof condenser units. Level all condenser units.
 - l. If equipment is installed on a roof, provide interior roof access from a common area.
 - m. All installations are to comply with the latest applicable issue of the International Mechanical Code.
- C. Ductless Heat Pumps (mini-splits) may be used in housing for the elderly and apartments with less than 600 net square feet.
- a. All mini-splits are to discharge condensate to grade through a pipe concealed within the exterior wall system.
 - b. Provide separate mini-split wall mounted unit for each bedroom, den or living room.
 - c. Provide separate wired wall mounted thermostat for each mini-split wall mounted unit.
 - d. Provide a heater with a thermostat or timer controlled heat lamp for all full baths.
- D. Clean existing HVAC ducts and plenums. Verify duct sizes and air flows (cubic feet per minute at supply diffusers) are appropriate for HVAC system. Replace all supply and return vent covers and diffusers. Seal all duct penetrations in unheated spaces. All existing ductwork located in crawl spaces, attics, or any unconditioned space, is to be properly insulated. Clean, service, and repair all HVAC units not being replaced.
- E. All bathroom fans are to be in good working condition, cleaned, and ducted out to the exterior. Install fans in all bathrooms, including those with windows.
- F. Electric baseboard heating and electric forced air heating shall not be used as the primary heating method.

PLUMBING

- A. Replace all interior, exterior, and underground PB (Polybutylene) pipes such as "Quest" and "Big Blue" with current code accepted materials.
- B. Replace all galvanized water lines with CPVC, copper, plastic or other approved materials. The water supply is to have adequate pressure.
- C. Replace galvanized waste lines and traps with PVC.
- D. Use of PVC foam core pipe is not accepted.

- E. All floor drains and indirect waste receptors to receive trap primer or code approved drain trap seal device.
- F. When replacing water heaters, installations are to comply with latest adopted edition of the International Plumbing Code for New Construction. Refer to Code for pan and drain specifications.
- G. Clothes washing machines or hook-ups for clothes washing machines are to have an IntelliFlow A2C-WB automatic washing machine water shutoff valve with leak sensor, or approved equal, or have a pan with a drain connected to the sewer system per applicable plumbing code.
- H. When installing new wall-hung sinks, provide concealed arm type carrier.
- I. All new tubs/showers and shower diverters are to have internal shut-off-valves or external shut-off-valves with access panels.
- J. Bathtubs, showers, and surrounds which will not be replaced, are to be refinished or repaired. Remove mold and stains, clean, and re-caulk all tubs, showers, and surrounds. The bottoms of all new bathtubs and showers are to have slip resistant/textured finish.

ELECTRICAL

- A. Size electric panels and service per load calculations.
- B. Electrical panels with fuses are to be replaced with circuit breakers.
- C. Use appropriate connectors for connecting aluminum wiring to electrical outlet and switches.
- D. All switches, outlets and cover plates that are painted, damaged or worn, are to be replaced and are to match in color and design.
- E. Provide ground fault outlets near vanities in all bathrooms.
- F. All wiring for the interior and exterior of the building is to be concealed within the walls, ceiling, or floor systems. This includes electrical, cable TV, internet, and telephone. Exposed electrical service to the building is to be in conduit and run vertically to the meter without horizontal runs.
- G. When replacing kitchen cabinets and counter tops, electrical outlets for countertop, ranges, refrigerators, dishwashers, and other appliances are to comply with the latest applicable requirements of the National Electric Code for New Construction.
- H. Provide fluorescent light fixtures or LED light fixtures in all public common areas such as offices, multipurpose rooms, laundry rooms, hallways, and stairs.
- I. Kitchens are to have a minimum of one light fixture 4 feet long with two 32 watt fluorescent bulbs, or lighting fixture(s) that provide a minimum illumination of 30 foot candles distributed across all countertops.
- J. Provide a minimum of one electric smoke detector with battery backup for garden units and a minimum of one electric smoke detector with battery backup for each floor for townhouses.
- K. Exterior fixtures are to be LED, fluorescent, metal halide, high or low pressure sodium, or mercury vapor. Tenant controlled exterior lighting is exempt. Provide exterior lighting to illuminate all parking areas, dumpster pads, building entrances and mailboxes with a minimum of one foot candle of illumination. Provide illumination so that building numbers and apartment numbers are legible at night.

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Virginia Housing Trust Fund (HTF)
Uniform Physical Condition Standards (UPCS) for Multifamily Housing Rehabilitation –
Requirements for Site

NOTE: Deficiencies highlighted below with an asterisk (*) are considered life-threatening under these Standards and must be addressed immediately, if the housing is occupied.

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Fencing and Gates	Damaged/Falling/Leaning Holes	Fence or gate is missing or damaged to the point it does not function as it should Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls/Storm Drainage	Damaged/Falling/Leaning Damaged/Obstructed	A retaining wall is damaged and does not function as it should or is a safety risk The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable
	Cracks/Settlement/Heaving	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling-larger than 4 inches by 4 inches-that affects traffic ability

Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Building Exterior

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass) Damaged/Missing Screen/Storm/Security Door Deteriorated/Missing Caulking/Seals Missing Door	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should Any exterior door that is missing
Fire Escapes	*Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other
Health and Safety	*Electrical Hazards - Exposed Wires/Open Panels *Electrical Hazards - Water Leaks on/near Electrical Equipment *Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk) Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors Hazards - Other Hazards - Sharp Edges Hazards - Tripping	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris Any general defects or hazards that pose risk of bodily injury Any physical defect that could cause cutting or breaking of human skin or other bodily harm Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermine	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia Damaged Vents Damaged/Clogged Drains Damaged/Torn Membrane/Missing Ballast Missing/Damaged Components from Downspout/Gutter Missing/Damaged Shingles Ponding	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible Vents are missing or so visibly damaged that further roof damage is possible The drain is damaged or partially clogged with debris or the drain no longer functions Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior Roofing shingles are missing or damaged enough to create a risk of water penetration Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials

Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	* Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks

Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Building Systems

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	* Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	* Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	* Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	* Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	* Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard

	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	*Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing

Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Common Areas

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Basement/Garage/Carport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food
Office	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside

Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
Electrical - Frayed Wiring	Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire
Electrical - Missing Breakers	Any open and/or exposed breaker port
*Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
Floors - Floor Covering Damaged	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams
Floors - Missing Floor/Tiles	More than 5% of the flooring or tile flooring is missing
Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
GFI - Inoperable	The GFI does not function
Graffiti	Any graffiti on any exposed surface greater than 6 inches by 6 inches
HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
*HVAC - Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
Lavatory Sink - Damaged/Missing	Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used
Lighting - Missing/Damaged/Inoperable Fixture	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function
Mailbox - Missing/Damaged	The U.S. Postal Service mailbox cannot be locked or is missing
*Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers
Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing

	* Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable
	Ventilation/Exhaust System - Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
Health & Safety	* Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	* Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	* Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	* Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	* Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
Pools and Related Structures	Infestation - Insects	Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence

Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed
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**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Unit**

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
Call-for-Aid (if applicable)	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System - Absent/Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
Electrical System	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
Floors	Missing Breakers/Fuses	Any open and/or exposed breaker port
	*Missing Covers	A cover is missing, which results in exposed visible electrical connections
	Bulging/Buckling Floor Covering Damage	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Missing Flooring Tiles	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams
	Peeling/Needs Paint	Any flooring or tile flooring that is missing
		Any painted flooring that has peeling or missing paint on more than 10% of the surface

	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
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	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
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	Infestation - Insects	Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermine	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	*Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area

	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator - Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	*Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	*Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
Windows	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	*Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks

